



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Director, Captioning Services

DEPARTMENT

Office of Captioning Services

SALARY RANGE

\$110,643 – \$171,500

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

POSTING DATE

September 21, 2021

DEADLINE FOR APPLICATIONS

October 5, 2021 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to resumes@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

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DIRECTOR, CAPTIONING SERVICES

Department: Office of Captioning Services
Reports to: Legislative Clerk of the Senate

NATURE OF WORK

This is specialized supervisory work ensuring the effective operations of the Office of Captioning Services in providing a public service to the hearing impaired. Work includes supervising staff, captioning Senate proceedings, and ensuring effective office operations. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Supervise and evaluate the staff of Captioning Services; develop performance standards and training requirements; establish office guidelines and procedures; ensure staff complies with office policies and procedures; and recommend personnel actions to include promotions and salary adjustments to the Legislative Clerk.

Oversee the maintenance of control rooms and the installation and maintenance of steno, computer, and broadcast equipment and systems; and maintain office's library of legislative materials.

Caption the verbatim real-time floor proceedings of the Senate as a public service to the hearing impaired; monitor floor proceedings from specialized control room to write what is heard on a computerized steno machine; write spoken words with speaker identification; add appropriate punctuation to aid in clarifying statements and helping viewers follow the real-time verbal communications of the proceedings; and caption and transmit information instantaneously with no review of captioned information or ability to correct or clarify information once it has been released to the public.

Research and prepare specialized, individual phonetic dictionary used for electronically translating captioned information into English words; review previously captioned material for accuracy; and research correct spelling of names, places, and events for accurate dictionary update.

Ensure conflict-free captioning by continuously evaluating and updating personal dictionary; and ensure written words are correctly captioned and electronically translated.

Work closely with Senate broadcast and support staff; assist with troubleshooting and resolving equipment malfunctions; and conduct ongoing evaluation and testing of computer/steno systems and technology.

Respond to requests from Senate offices for copies of captioned information; assist staff with accessing captioned material via the Secretary's website; develop and retain brief forms and real-time captioning

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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techniques; and caption offline/post-production videotapes, Senate meetings, or other official activities.

Maintain current knowledge of the Office of Captioning Services' Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work requires extensive keyboard use and close monitoring of television, with occasional walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the Office, except as otherwise required by the Office of the Secretary. This position is tied to the Senate floor schedule and requires working extended and unscheduled hours as dictated by the Senate.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree, graduation from a court reporter training program, and specialized closed-captioning training, with 8 to 10 years of professional field experience and the following knowledge, skills, and abilities:

Knowledge of the Senate organization and congressional documents/terminology.

Knowledge of American history and current events.

Knowledge of English grammar, punctuation, sentence structure, spelling, and vocabulary.

Knowledge of computerized transcription systems and broadcast equipment.

Knowledge of modern methods of supervision.

Basic knowledge of the Senate as an institution, Senate procedures and organization, congressional documents/terminology, and the legislative process preferred, with a desire and willingness to learn more about the history and operation of the Senate.

Skill in the use of captioning equipment.

Ability to use a computer and relevant computer-software programs.

Ability to plan, supervise, and evaluate staff.

Ability to listen, comprehend, and write for continuity, sense, and detail.

Ability to quickly and accurately identify Senators by sight and voice.

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Ability to quickly retain and recall information while captioning in real-time.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to communicate effectively, both orally and in writing.

Ability to travel and work inside or outside of the Washington, D.C., metropolitan area, in the event of an emergency that requires relocation of the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Registered Professional Reporter or Certified Real-time Captioner.

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