



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>Editor</b>
<b>DEPARTMENT:</b>	<b>Senate Library</b>
<b>SALARY RANGE:</b>	<b>\$79,805 - \$123,700</b>
<b>CONTACT:</b>	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.
<b>FEDERAL RELAY SERVICE:</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>February 7, 2019</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>February 22, 2019</b> Applications will NOT be accepted after 11:59 p.m.  The online application can be found in the Employment section of Senate.gov - <a href="https://www.senate.gov/visiting/employment.htm">https://www.senate.gov/visiting/employment.htm</a> .  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.
<b>VETERANS' PREFERENCE:</b>	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](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 [vets@sec.senate.gov](mailto:vets@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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**EDITOR, OFFICE OF THE SECRETARY OF THE SENATE**

**Department:** Senate Library

**Reports to:** Chief of Staff, Senate Librarian

**NATURE OF WORK**

This is administrative work providing editorial expertise for the Office of the Secretary by editing publications, communications, and correspondence subject to review and approval by the Secretary of the Senate. Work includes reviewing copy and providing editorial advice for correspondence, contracts, speeches, and other communications produced by various departments within the Office of the Secretary; serving as Editor of *Unum*, the newsletter of the Secretary of the Senate; as well as administering a uniform manual of style for all Secretary publications. Work is bound by Secretary of the Senate policies and procedures, the *Senate.gov Style Guide*, the *Chicago Manual of Style*, the *Government Publishing Office (GPO) Style Manual*, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Provide copy review and editorial advice, as requested, for all Secretary publications, communications, and correspondence requiring Secretary approval prior to review by the Assistant Secretary and the Secretary. Work includes review of: correspondence and memos requiring Secretary signature; updates to the Senate's public and internal websites; departmental announcements and memos; speeches and testimony; social media communication; contracts (non-legal review); Executive Office Outreach messages; event invitations; newsletters; job descriptions; the Secretary of the Senate employee handbook; insert cards for various Gift Shop products; and pamphlets, publications, or books published within the Office of the Secretary.

Develop and maintain a uniform process to manage the editing of documents; the workflow among the document creators, authors, or responsible parties in various departments, the Editor, and the Executive Office; and the scanning, printing, collating, posting, and dissemination of related materials needed to facilitate the approval process.

Assist in coordinating the production of Secretary publications with the Government Publishing Office (GPO), the Sergeant at Arms's Printing, Graphics, and Direct Mail Office, and other external printers.

Serve as Editor for *Unum*, the newsletter of the Secretary of the Senate; direct the *Unum* team to create content, set writing and photographic assignments and timelines; manage the development of ideas for each issue's theme, features, and articles; coordinate content requests, copy editing, and content

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*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.*

**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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review with other Secretary of the Senate offices and the Executive Office; edit and proofread articles and captions; design layout, select photographs, assign headlines, and implement editorial changes.

Develop, maintain and administer a uniform manual of style for all Secretary of the Senate publications.

Provide occasional Executive Office coverage including answering phones and assisting with daily office activities.

Maintain current knowledge of the Senate Library and Executive Office's Emergency Action Plans (EAP) and Continuity of Operations (COOP) plans; participate in periodic exercises and drills.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent 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 are required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree preferably in English or related field, and three to five years of editorial experience, with prior Senate work experience preferred; and the following knowledge, skills, and abilities:

Knowledge of the Senate as an institution.

Knowledge of desktop publishing software.

Experience providing copy and editorial review for correspondence, newsletters, and other written materials.

Ability to create graphics, convert photographs and drawings into digital images, and design page layouts.

Knowledge of editorial publishing protocol.

Knowledge of the resources and general procedures of GPO preferred.

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**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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Ability to adhere to the *Chicago Manual of Style* and the *GPO Style Manual*.

Ability to communicate effectively, both orally and in writing.

Knowledge of computers and related software packages.

Ability to provide close attention to detail.

Ability to interact with staff with tact and diplomacy.

Ability to schedule annual leave at times that do not conflict with important production schedules or editing deadlines.

**LICENSES, CERTIFICATION, AND OTHER REQUIREMENTS**

None.

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