



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Executive Assistant II
DEPARTMENT:	Senate Library
SALARY RANGE:	\$54,884 - \$85,071
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:	February 7, 2019
DEADLINE FOR APPLICATIONS:	February 22, 2019 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 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.

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EXECUTIVE ASSISTANT II

Department: Senate Library
Reports to: Senate Librarian

NATURE OF WORK

This is administrative and executive support for the Senate Library. Work includes providing administrative support to the Library's research training program for Senate staff in the delivery of classroom and online trainings; managing departmental budget accounts and financial recordkeeping for the Library, including its operating budget, enterprise-wide research services, and the Office of Conservation and Preservation; serving as timekeeper and temporary leave approver for the Library and the Office of Conservation and Preservation; and providing primary administrative support to the Secretary of the Senate Editor, for daily office operations, facilities maintenance, and the organization, filing, and archiving of official departmental records and correspondence. Work is bound by the Chicago Manual of Style, the *Government Publishing Office (GPO) Style Manual*, 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

Provide administrative support in implementing the Library's research training program for Senate staff; work with the Outreach and Instructional Services Librarian and librarian trainers in implementing the Library's research training program for Senate staff; create online course descriptions and class trainings, process registrations and rosters in the Joint Office of Training and Development's Learning Center; manage classroom reservations, set-up, and equipment requests with the Senate Committee on Rules and Administration and the Senate Recording Studio or the Senate Superintendent, as appropriate; maintain a master class training list on the shared administrative calendar; communicate with registrants about their scheduled trainings; send calendar invitations, technical instructions, and evaluations; update transcripts; track and compile weekly class attendance and registration statistics; and organize and file training records on each class.

Monitor, charge, and track expenditures for approved office operating budgets for the Library, the Office of Conservation and Preservation, and enterprise-wide research services; prepare invoices to be charged against the Library's operating budget for payment by the Secretary of the Senate's account administrator, compile required documentation, verify the fund account and authorization to pay in an accurate and timely manner; organize and file current financial records, contracts, and related correspondence; reconcile internal budget accounts with financial reports provided by the Secretary of the Senate Accounts Administrator; notify the Librarian of discrepancies and work to resolve discrepancies with the Acquisitions Catalog Librarian, the Manager of the Office of

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Conservation and Preservation, the Secretary of the Senate's Accounts Administrator, or the vendor, as appropriate; and prepare budget reports and summaries as requested by the Librarian.

Serve as office timekeeper and temporary leave approver for unit supervisors by monitoring, reviewing, and verifying official leave records for the Library and the Office of Conservation and Preservation; post approved leave requests on shared administrative and team calendars daily to facilitate scheduling of coverage and meetings, approve staff leave requests during supervisors' absences; advise library staff on time keeping procedures; work with the Office of Human Resources, supervisors, and staff to resolve discrepancies in electronic leave records; and file approved internal educational leave request cards.

Provide administrative support to the Secretary of the Senate Editor, to include assistance with copy review, production deadlines, coordinating meetings, and other related duties.

Provide primary administrative support to the Senate Library; monitor and maintain office supplies; exercise delegated purchase authority for approved expenditures from the Library's stationery account; coordinate equipment inventory and facilities maintenance requests; create and maintain departmental contact, emergency contact, and distribution lists; facilitate the hiring of new staff through the scheduling of candidate interviews and the distribution of materials for panel members, as necessary; organize and maintain active departmental administrative files daily. Periodically sort, consolidate, and transfer older materials, including official financial records, contracts, program files, and correspondence, from the active files to the departmental working archive in accordance with the established departmental records schedule developed in consultation with the Senate Archivist.

Maintain full knowledge of the Senate Library's 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 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 is 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.

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MINIMUM QUALIFICATIONS

Work requires a bachelor's degree from an accredited institution, with three to five years of administrative experience, preferably in a Congressional office; and the following knowledge, skills, and abilities:

Knowledge of the Senate as an institution.

Knowledge of desktop publishing software.

Demonstrated ability to format, edit, proofread, and write articles, memoranda, or correspondence.

Knowledge of editorial publishing protocol.

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

Knowledge of accounting standards and the documentation required for official financial records.

Skill in processing payments, maintaining accounts, and managing an office operating budget.

Experience creating budget spreadsheets, tracking invoices, maintaining accurate accounts, and reconciling bank statements.

Knowledge of office administrative management practices, including archival records management.

Ability to manage online class listings and registration and provide instructor and customer support for training programs.

Ability to focus and complete tasks with careful attention to details.

Ability to recognize and apply standard operating procedures to problem solving.

Ability to work collaboratively and cooperatively with colleagues on diverse teams within the Library and outside organizational lines.

Ability to set and manage project work requirements, which in some cases involves multitasking to meet deadlines.

Ability to work independently.

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Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

Ability to provide prompt, responsive, and courteous customer service.

Experience using content management systems for posting and updating web content.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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PB: 6

FLSA: NE

VEOA: C

01/31/2019