U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION
Inventory Control Specialist

DEPARTMENT
Senate Stationery Room

SALARY RANGE
Pay Band 3: $42,532 - $65,923
Pay Band 4: $47,362 - $80,751
*Pay Band 4 requires certification to operate a forklift and high lift

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 15, 2022

DEADLINE FOR APPLICATIONS
March 1, 2022 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:


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.
INVENTORY CONTROL SPECIALIST

Department: Senate Stationery Room
Reports to: Inventory Control Supervisor

NATURE OF WORK

This is general support work for Senate Stationery Room. Work includes receiving, organizing, and distributing Stationery Room merchandise in multiple locations, as well as organizing and maintaining shelf-stock in Stationery Room. 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

Receive, count, stock, transfer, and distribute merchandise using computer-based inventory control systems; verify packing slip information; physically remove merchandise from delivery vehicles and/or transport merchandise from loading docks to offsite warehouse as well as Hart Senate Office Building (HOB) warehouse; perform duties on-site and at off-site warehouse location. Move materials with assistance of hand truck, pallet jack, motorized pallet jack, and rider pallet jack.

Prepare and deliver stock orders to Senate offices; obtain signatures confirming delivery of merchandise; and return signed delivery tickets to administrative area of Stationery Room for filing.

Maintain stock of merchandise in Stationery Room; monitor stock levels and determine when to request additional stock from the HOB warehouse; coordinate transfer of merchandise from HOB warehouse to store; label merchandise and shelves; and organize store shelves to maximize storage and shopping efficiency.

Monitor price changes and ensure new price labels are printed and posted properly and promptly.

Update storage bin locations in both warehouses for stock items, consolidating stock items and rearranging physical locations to ensure that they are easily accessible.

Perform cycle counts and weekly spot inventory counts.

Ensure all palletized materials have approved material identification labels affixed.

Identify damaged and incorrect items for vendor returns.

Act as backup to Sales Associates. Assist customers with inquiries, purchases, and returns; ensure compliance with various purchase restrictions established by the Senate Committee on Rules and Administration; provide general information regarding available options; and resolve customers’ problems.
issues. Verify customers are Senate employees; process cash, credit, and Senate Account transactions accurately; provide customers with a receipt at time of purchase and notify customers of the Senate’s return policy.

Maintain current knowledge of Stationery Room’s Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

Assist in other areas of Stationery Room as needed.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a warehouse environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions when operating material handling equipment (i.e. pallet jack, hand truck, forklift, etc.) and performing the work. Work requires frequent walking, standing, bending, heavy lifting, and carrying items 50-100 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, photocopier, and fax machine. Work exposes employee to dust, paper cuts, and splinters. Regular, predictable, and punctual attendance is required for performance of duties. 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. Employee must wear Office-issued uniform, including shirt, pants, and work shoes at all times while working.

**MINIMUM QUALIFICATIONS**

Work requires a high school diploma or general equivalency degree (GED), with one to three years of warehouse/retail experience; and the following knowledge, skills, and abilities:

Knowledge of inventory, inventory descriptions, and physical warehouse locations.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Ability to follow departmental rules, regulations, procedures, and functions.

Ability to operate a computer and computer-based inventory control system.

Ability to deal with others using tact and diplomacy.

Ability to provide prompt and courteous customer service and resolve customer problems.

Ability to communicate effectively, both orally and in writing.

Ability to operate hand truck, pallet jack, motorized pallet jack and rider pallet jack, with certification, as required.

*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.*

*PB: 3/4  FLSA: NE  VEOA: C  02/10/2022*
Ability to operate a forklift and a high lift a plus.

Ability to drive Senate vehicle to and from warehouse a plus.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Valid driver’s license and safe driving record, if employee is able to drive.

Materials Handling Equipment certification in operation of hand truck, pallet jack, motorized pallet jack, and rider pallet jack. (Training is provided, as needed, if the employee is not already certified.)

Materials Handling Equipment certification in operation of forklift and high lift, if employee is able to operate such equipment. (Training is provided, as needed, if the employee is not already certified.)

This position is a pay band 3, unless an employee is certified to operate a forklift and high lift, in which case it is a pay band 4.