



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

**POSITION**

Legal Administrator

**DEPARTMENT**

Senate Chief Counsel for Employment Office

**SALARY RANGE**

\$78,293 - \$121,351

**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**

March 2, 2020

**DEADLINE FOR APPLICATIONS**

Open until filled

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](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.



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**LEGAL ADMINISTRATOR**

Department: Senate Chief Counsel for Employment Office (SCCE)

Reports to: Senate Chief Counsel for Employment

**NATURE OF WORK**

This is supervisory, administrative work managing the administrative operations of a legal office, including supervising all non-attorney personnel; serving as a liaison between attorneys and staff; evaluating and providing oversight of the office's operating and information systems; overseeing and managing the office's finances; assisting in client development activities; and evaluating, managing, and maintaining the facilities of the office. Work includes identifying and planning for the changing needs of the organization; sharing responsibility for strategic planning with the Chief Counsel; and partnering with the Chief Counsel and Deputy Chief Counsel to select, train, and develop SCCE staff. Work is bound by the Federal Rules of Civil Procedure; 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**

Manage the office's physical facilities, including (1) overseeing and managing office space planning and design, as well as renovation of office space when necessary; (2) managing all office purchasing, which includes purchases of office and breakroom supplies and miscellaneous equipment, purchases using the SCCE credit card, and inventory control; (3) overseeing facility upkeep to ensure compliance with all safety and security procedures; (4) serving as liaison with offices that support legislative branch facilities; and (5) working with appropriate personnel and internal contacts.

Manage all non-attorney personnel, including (1) non-attorney staffing, performance, evaluations, interviewing, and policy administration; (2) planning and conducting non-attorney personnel meetings and office events; (3) determining non-attorney staff needs in coordination with supervising attorneys; (4) coordinating work schedules of non-attorney personnel to ensure appropriate coverage and minimize non-exempt employee overtime; and (5) coordinating vacation schedules of non-attorney personnel.

Interview and screen applicants for non-attorney positions; work with Secretary Human Resources and Deputy Legal Administrator to ensure the seamless orientation and onboarding of new personnel.

Supervise the training of non-attorney personnel; assess staff training needs; and assist with training legal staff assistants, paralegals, and litigation secretaries.

Evaluate non-attorney personnel, including consulting with supervising attorneys. Determine and recommend to Chief Counsel salary adjustments for non-attorney personnel for purposes such as merit increases or promotions.

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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.*



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Counsel non-attorney personnel who are not complying with office procedures and requirements and, in consultation with Chief Counsel or Deputy Chief Counsel, take appropriate disciplinary action when necessary.

Maintain SCCE personnel records for all SCCE employees; develop and maintain the non-attorney procedures manual; and maintain the attorney procedures manual containing policies and procedures applicable only to attorney personnel.

Assist in budget preparation, monitoring, and forecasting; assist in preparing reports on monthly variances; and process all vendor invoices in accordance with Secretary-established processes and Senate Rules. In coordination with attorneys, draft service contracts and shepherd them through appropriate channels for approval.

Act as office liaison with Secretary accounts payable staff; assist employees with preparation and submission of expense reports; and manage SCCE's expense-approval process.

Provide oversight of SCCE operating and information systems, including communicating with SCCE Information Technology Administrator (IT Administrator) and Secretary Office of Information Systems to stay up-to-date on practice-management technologies and software solutions.

Serve as backup IT Administrator and ensure efficient operation of all SCCE IT resources.

Working with IT Administrator, coordinate vendor relationships, including negotiations; secure and manage appropriate maintenance contracts for computer software systems; and oversee hardware and software purchases, implementations, and upgrades.

In coordination with Senate support offices and IT Administrator, manage the office's telephone system.

Manage the administrative operations of the office, including (1) strategic and tactical planning, with continual assessment of all office processes to ensure accuracy, efficiency, and cost-effectiveness; (2) managing records destruction and retention, including information storage and retrieval; (3) managing SCCE legal library, including all reference materials and subscriptions; and (4) attending and participating in lawyer group meetings, including conveying agenda, keeping minutes, circulating progress reports on activities, and following up on action items from practice meetings.

In coordination with office paralegals, set up litigation "war rooms" outside the Washington, D.C., metro area, when needed; prepare and maintain reports; and maintain up-to-date distribution lists.

Assist attorneys with client development activities, including (1) coordinating the preparation and periodic updating of the office-generated publications; (2) coordinating and participating in specific initiatives related to client development or brand-building efforts; and (3) handling other activities that will promote

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and enhance the office's visibility and positive image within the Senate.

Maintain current knowledge of the SCCE Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; and participate in periodic exercises and drills. Serve as SCCE COOP Action Officer and Emergency Coordinator and maintain office security protocols.

**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 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, as well as working occasional extended and unscheduled work hours. 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, with a minimum of seven years of experience managing employees, preferably in a legal or professional services organization, and experience managing business operations such as human resources, technology, facilities, and finance. Certified Legal Manager (CLM) certification a plus.

Experience supervising and developing staff.

Basic knowledge of the Senate as an institution preferred.

Demonstrated leadership skills and willingness and ability to delegate.

Familiarity with general processes, systems, philosophies, structure, methods, and approaches of small- to mid-sized law firms, large law firm branch offices, or corporate legal departments.

Familiarity with document management system software and electronic discovery software.

Ability to identify and analyze complex issues and problems in management areas, to be a resourceful and creative problem solver, and to recommend and implement solutions.

Ability to manage office functions economically and efficiently, organize work, establish priorities, and maintain good interpersonal relations and communications with attorneys and support staff.

Ability to work extended and unscheduled hours as dictated by workload and case-filing deadlines.

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- Excellent communication, interpersonal, and follow-through skills.
- Excellent time management skills and keen ability to prioritize and manage multiple responsibilities.
- Strong quantitative skills and knowledge of business English, spelling, and grammar.
- Demonstrated poise, tact, and diplomacy.
- Excellent analytical and judgment skills and ability to handle confidential matters with discretion.
- Ability to interact professionally with all levels of attorneys and staff.
- Ability to work well independently and as a part of a team.
- Ability to thrive in a fast-paced and professional environment.
- Ability to drive the improvement of systems and procedures and streamline workflow.
- Thorough working knowledge of software applications, equipment, electronic calendaring, et cetera, to effectively lead, assess, and mentor direct reports.
- Strong knowledge of Microsoft Office Suite.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

CLM certification a plus.

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