



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

---

### Vacancy Announcement

<b>POSITION:</b>	<b>Library Technician (Documents)</b>
<b>DEPARTMENT:</b>	<b>Senate Library</b>
<b>SALARY RANGE:</b>	<b>\$42,088 - \$65,236</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>January 26, 2017</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>February 9, 2017</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="http://www.senate.gov/employment">http://www.senate.gov/employment</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:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://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**

---

**LIBRARY TECHNICIAN (DOCUMENTS)**

**Department:** Senate Library

**Reports to:** Access Services Librarian

**NATURE OF WORK**

This is support work providing information resources to Senate and Library staff. Work includes maintaining and controlling collection resources, creating and updating online records, and organizing and filing research materials within the Library and storage areas. Work is bound by *Resource Description and Access* cataloging rules, Library of Congress classification and subject heading guidelines, MARC standards for bibliographic and authority records, Federal Depository Library Program guidelines, 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. Work is performed under the general direction of the Access Services Librarian.

**ESSENTIAL FUNCTIONS**

This position has primary responsibility for the management of the Library's congressional reports and documents collections in print and microform. Work includes receiving, processing, shelving, and distributing incoming congressional materials; maintaining accurate check-in records using MS Excel and the Library's integrated library system (ILS); communicating with the Government Publishing Office (GPO), the Office of Printing and Document Services, and other distributors to request documents and claim missing materials; participating in team discussions on retention and relocation of collection materials, and performing database maintenance duties as required.

Staffs the circulation desk daily on a rotational basis for a minimum of 14 hours per week; delivers and picks up Library materials to and from Senate staff on a scheduled basis at least three times a week; maintains book displays; locates and retrieves materials for Library staff and patrons; and assists patrons with the use of the book and microform collections and equipment. Circulation desk duties include the control of Library materials using the Library's ILS; creating and maintaining patron accounts; processing renewals; discharging loaned materials; creating and monitoring patron holds placed on loaned materials; and maintaining and updating loan records.

Supports the delivery of enterprise-wide electronic resources by providing secondary telephone support to Senate staff; answers, logs, and routes incoming calls and emails; records and updates support request status using the Library's in-house issue tracker database; and coordinates coverage with the Access Services Librarian and the Digital Services and User Experience Coordinator.

---

*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: 4

FLSA: NE

VEOA: C

01/23/2017



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

---

Maintains the order, arrangement, and condition of Library materials; reshelves materials used by Library staff and patrons; discards outdated and superseded materials as directed by the Access Services Librarian, the Cataloging Supervisor, or a Catalog Librarian; assists with the monitoring book stacks for temperature and humidity control; and reports unfavorable environmental conditions and any questionable condition of materials to the Access Services Librarian or the Head of Technical Services.

Maintains current knowledge of the Senate Library's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan and participates in periodic exercises and drills.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when performing the work. Work requires frequent walking, standing, bending, pushing fully loaded book carts, and lifting boxes weighing up to 25 pounds. Must demonstrate physical mobility and manual dexterity to shelve and retrieve materials from overhead book stacks, book carts, and microform cabinets. This position also requires the periodic retrieval of materials from, and physically demanding work in, an off-site storage facility.

### **MINIMUM QUALIFICATIONS**

Work requires a bachelor's degree, with one to three years of library experience using an ILS for circulation and/or serials; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of Congress, the legislative process and procedures, and congressional documents.

Knowledge of the Senate as an institution.

Knowledge of the Library of Congress and Superintendent of Documents classification systems.

Knowledge of applicable ILS databases, file transfer methods, and email applications, spreadsheets, and document imaging tools.

Ability to work cooperatively and effectively in a team setting, both within the Library and outside organizational lines.

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

---

*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: 4                      FLSA: NE                      VEOA: C

01/23/2017



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

---

Ability to apply standard organizational guidelines and procedures to assigned tasks

Ability to communicate effectively, both orally and in writing.

Ability to maintain focus and attention to detail.

Ability to maintain confidentiality.

**LICENSES, CERTIFICATION, AND OTHER REQUIREMENTS**

None.

---

*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: 4                      FLSA: NE                      VEOA: C

01/23/2017