



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

---

### Vacancy Announcement

<b>POSITION:</b>	<b>Official Reporter of Debates</b>
<b>DEPARTMENT:</b>	Official Reporters of Debates
<b>SALARY RANGE:</b>	<b>\$88,053 - \$136,484</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 5, 2017</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>January 13, 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**

---



**OFFICIAL REPORTER OF DEBATES**

**Department:** Office of the Official Reporters of Debates

**Reports to:** Chief Reporter

**NATURE OF WORK**

This is specialized, professional work reporting and editing the oral proceedings of the Senate and incorporating proper parliamentary language, for publication in the *Congressional Record* (the *Record*). Work includes taking verbatim record of daily Senate oral proceedings and editing information for grammatical and technical errors to ensure accuracy of the *Record*. Work is bound by Senate rules and regulations, Secretary of the Senate policies and procedures, the *Senate Ethics Manual*, and the *U.S. Senate Handbook*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Report and edit the verbatim oral proceedings of the Senate; report legislative measures being considered in the Senate with proper parliamentary language; report party caucuses by use of a stenographic machine; identify and correct grammatical and contextual errors to spoken words to present information accurately in the *Record*; insert appropriate punctuation; research and verify accuracy of quotations, citations, names and dates referred to in debate; and make necessary corrections to accurately reflect information in the *Record*.

Verify with Senate floor staff or Senator if there is a question as to whether or not information should be included in the *Record*; coordinate removal/insertion of information in other official reporters' transcripts at the request of Senator(s); and work closely with floor staff and other reporters of debates to ensure continuity of information reported throughout the day.

Ensure appropriate material is included in the *Record*; obtain copies of documents not read on the floor but requested to be printed in the *Record*; determine proper insertion point of statements and information not read on the floor but requested to be included in the *Record*; insert material according to established guidelines; and confirm accuracy of spoken words that are not clearly identifiable with floor staff.

Review work of expert transcribers for accuracy and clarity of transcribed material; and identify and resolve formatting errors or concerns with expert transcribers.

Listen attentively to all Senate floor activity in order to accurately report official debate and stray remarks made on the Senate floor.

---

*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**

---

Maintain current knowledge of the Office of Official Reporters 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 both an office environment and on the Senate floor with frequent walking and prolonged standing while carrying equipment that weighs under 25 pounds with the use of a shoulder harness and tray. Work involves extensive reading and computer use.

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in English and specialized court reporting and transcription training with a minimum of 15 years of professional field experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the legislative process, Senate procedures, organization and congressional documents/terminology.

Knowledge of American history and current events.

Knowledge of the Senate as an institution.

Knowledge of English, including grammar, punctuation, sentence structure, spelling and vocabulary.

Knowledge of Senate rules and protocol regarding order and decorum in and around the Senate floor.

Knowledge of parliamentary procedures and ability to report proceedings accurately while ensuring material conforms to parliamentary procedures.

Skill in the operation and use of stenographic and transcription equipment.

Ability to listen and write for continuity, sense and detail while walking or standing with stenographic equipment.

Ability to quickly and accurately identify Senators by sight and voice.

Ability to retain and quickly recall information.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to communicate effectively, both orally and in writing.

\

---

*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**

---

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

National Court Reporter Association accreditation.

---

*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.*