



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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**Vacancy Announcement  
OPEN TO SENATE STAFF AND THOSE  
REFERRED BY SENATE STAFF**

**POSITION:**

**INTERNSHIP**

**DEPARTMENT:**

**OFFICE OF PUBLIC RECORDS**

**SALARY:**

\$13.50/hour

Full time temporary position. Appointment is for 6 months with possibility of renewal.

**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:**

**September 10, 2018**

**DEADLINE FOR  
APPLICATIONS:**

**September 24, 2018** Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

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:

[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**

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**OFFICE OF PUBLIC RECORDS INTERNSHIP**

**Department:** Office of Public Records

**Reports to:** Superintendent and Assistant Superintendent of Public Records

**NATURE OF WORK**

This is entry-level clerical work assisting the Office of Public Records staff with general administrative duties. Work is bound by: the Lobbying Disclosure Act of 1995; Federal Election Campaign Act; Ethics in Government Act; Senate Rules including, but not limited to, the Senate Code of Official Conduct (Senate Rules 34-43); the U.S. Senate Handbook; the Senate Ethics Manual; and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Staff central reception desk for the Office of Public Records.

Respond to public inquiries.

Assist with data entry and data management.

Assist with other general administrative duties.

**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 are 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.

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree or enrollment in an accredited university, and the following knowledge, skills and abilities:

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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.*

PB: Intern

FLSA: NE

VEOA: C

09/06/2018



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

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Strong interest in public service.

Knowledge of the Senate as an institution.

Enthusiastic self-starter with a strong attention to detail.

Knowledge of modern office practices, procedures and equipment.

Knowledge of business English, spelling and business math.

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

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to provide prompt and courteous customer service.

Ability to communicate effectively, both orally and in writing.

Ability to read, comprehend and follow oral and written instructions.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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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.*

PB: Intern

FLSA: NE

VEOA: C

09/06/2018