U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

OPEN TO US SENATE EMPLOYEES ONLY

POSITION:	**Assistant Journal Clerk**
DEPARTMENT:	**Journal Clerk**
SALARY RANGE:	**$62,398-96,717 (Pay grade 8)**
CONTACT	Human Resources Room SH-231B Hart Building 202-224-3625
POSTING DATE:	**July 15, 2013**
DEADLINE FOR APPLICATIONS:	**July 24, 2013** Applications will NOT be accepted after 6 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.

UNITED STATES SENATE
OFFICE OF THE SECRETARY

ASSISTANT JOURNAL CLERK

Department: Office of the Journal Clerk
Reports to: Journal Clerk of the Senate

NATURE OF WORK

This is professional administrative work recording highly sensitive and historical legislative actions taken by the Senate. Work includes recording all daily Senate legislative actions taken on the Senate floor and compiling, editing, and producing the annual *Journal of the Proceedings of the Senate* which is the highest legal authority of business to come before the Senate. Work is bound by the United States Constitution, Senate rules and specific office policy and procedure, but requires periodic independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Records all legislative actions taken on the Senate floor; takes handwritten notes of actions then transfers and expands this information into precise format for Minute Books which is ultimately formatted for preparation of the *Journal* as required by the United States Constitution; interprets and confirms the intent of the speaker to accurately record action in the *Journal*.

Performs multiple tasks while working at the legislative desk of the Senate Chamber and closely monitoring the sometimes chaotic, stressful and unpredictable Senate proceedings to recognize actions requiring entry in the *Journal*; creates, corrects and proofreads previously recorded actions for preparation of the *Journal*; responds to inquiries from Senators, floor staff, legislative clerks regarding various actions; records and forwards messages from the President and House of Representatives; and confers with Parliamentarian, legislative clerks and floor staff when faced with unclear legislative action taken.

Incorporates and verifies information from the Morning Business section of the *Congressional Record* to report in the *Journal* as required by Senate rules; and compiles alphabetical and chronological indexes with references for publication in the *Journal*.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and on the floor of the Senate Chamber and involves everyday risks or discomforts which require normal safety precautions when performing the work. Work is essentially sedentary with frequent use of the computer and occasional walking, standing, bending, and safely carrying items under 25 pounds.

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: 8 *FLSA: NFB60* *VEOA: C*

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MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in Political Science, History, Civics or related field, with three to five years of legislative administrative experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

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

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

Ability to accurately monitor Senate floor activity and recognize actions to be recorded while performing additional duties at the legislative desk of the Senate Chamber.

Ability to maintain professionalism in and around the Senate Chamber.

Ability to use computer and relevant software packages.

Ability to interact with high-level Senate officials using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to follow oral and written procedures and instructions.

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

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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