



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

Career Ladder Position - Assistant Parliamentarian I (Pay Band 13) to Assistant Parliamentarian II (Pay Band 14)

DEPARTMENT:

Parliamentarian

SALARY RANGE:

Pay Band 13	\$ 98,325 - \$152,406
Pay Band 14	\$106,906 - \$165,703

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:

April 4, 2016

DEADLINE FOR APPLICATIONS:

April 15, 2016 Applications will NOT be accepted after 11:59 p.m.

The new 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.

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.

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**



**Career Ladder Position
ASSISTANT PARLIAMENTARIAN I (pay band 13)
ASSISTANT PARLIAMENTARIAN II (pay band 14)**

Department: Parliamentarian
Reports to: Senate Parliamentarian

This is a career ladder position in the Parliamentarian’s Office. An individual selected for the career ladder position will be placed into a pay band 13 as an Assistant Parliamentarian I in Phase I for a period of three (3) to four (4) years during which time, he/she will be provided opportunities for development and increased responsibility. Upon successful completion of the development and performance goals, the individual will be given a non-competitive promotion to an Assistant Parliamentarian II position (pay band 14).

NATURE OF WORK

The office of the Parliamentarian is a non-partisan office under the Secretary of the Senate whose chief duty is to advise the Presiding Officer of the Senate on all aspects of Senate procedure and practice. The office serves as an advisor to all Senators and their personal and committee staffs. Additionally, the office is frequently called on to respond to inquiries from the House of Representatives, other branches of government, the press, and the general public on various aspects of Senate procedure. This is professional, legislative work using sources such as, but not limited to, the Standing Rules of the Senate, Senate precedents, legislative history and federal statutes. Work is further bound by Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Monitors all activity on the Senate floor. When in the Senate Chamber, advises the Presiding Officer on procedural aspects of the Senate’s daily workings using the Senate’s rules, precedents, the Constitution, and federal law.

Researches and analyzes precedents and legal issues to refer all measures introduced in the Senate and all measures received from the House of Representatives, as well as communications from the President and other Executive Branch offices to the appropriate Senate committee.

Mediates disputes between and among Senate committees on competing jurisdictional claims.

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: 13 to 14

FLSA: E

VEOA: C

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Meets with Senators and staff to discuss parliamentary matters; analyzes written and oral arguments presented on various issues and performs research to resolve inquiries by and disputes between Senators, staff and committees.

Demonstrates full knowledge of the Parliamentarian office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Work requires a Juris Doctor degree from an ABA accredited law school, accredited by the ABA throughout the applicant's course of study, with one to three years of legal or comparable applicable experience preferred; providing the applicant with the following knowledge, skills and abilities:

Knowledge of or interest in the legislative process, parliamentary procedures, and/or congressional terminology.

Ability to appropriately handle confidential matters and information in an un-biased, non-partisan manner is critical.

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

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

Ability to perform progressively more complex duties and to learn the specific work of the position.

Ability to use computer and relevant computer software packages.

Strong writing, verbal and legal analytical skills required.

Ability to perform legislative and legal research.

Ability to work extended and/or unpredictable hours as the Senate schedule dictates.

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.

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**REQUIREMENTS FOR OUTPLACEMENT/PROMOTION TO ASSISTANT
PARLIAMENTARIAN II (pay band 14):**

Three (3) to Four (4) years solid performance as Assistant Parliamentarian I with demonstrated ability to perform the ESSENTIAL FUNCTIONS of the position as indicated in the employee's annual performance appraisal.

Demonstrated ability to take the lead on complex issues, including but not limited to, pre-referrals, amendment review, application and analysis of fast-track procedures, etc.

Demonstrated enhanced knowledge of Senate rules and precedents.

Ability to work independently on the Senate Floor.

Experience with and proficiency in advanced procedural situations such as the consideration of budget resolutions, the counting of electoral ballots, review of election certificates, consideration of treaties, etc.

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 equal to or less than 25 pounds. This position is tied to the Senate floor schedule and requires working extended and/or unpredictable hours as dictated by the Senate.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

License to practice law preferred, but not required. If licensed to practice law in a state or territory of the United States or the District of Columbia, an applicant must be a member in good standing.

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