U.S. Senate
Office of the Secretary

# HUMAN RESOURCES

## Vacancy Announcement

**POSITION:** **CAREER LADDER – SECURITY OFFICER I (Pay Band 5) to SECURITY OFFICER II (Pay Band 6)**

**DEPARTMENT:** **Office of Senate Security**

**SALARY RANGE:** **Pay Band 5: $46,178 - $71,577**
**Pay Band 6: $51,403 - $79,675**

**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:** **October 1, 2015**

**DEADLINE FOR APPLICATIONS:** **October 15, 2015** 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
# SECURITY OFFICER I (Pay Band 5) to
# SECURITY OFFICER II (Pay Band 6)

**Department**: Office of Senate Security
**Reports to**: Deputy Director, Senate Security

This is a career ladder position posting in the Office of Senate Security under the Secretary of the Senate. An individual selected for the career ladder position will be placed into Pay Band 5 for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility.

Upon successful completion of the development and performance goals, as specified in an Individual Development Plan (IDP), the incumbent will be promoted to the position of Security Officer II and will be granted a promotional increase into Pay Band 6.

## SECURITY OFFICER I (Pay Band 5)

### NATURE OF WORK

This is administrative work supporting the Office of Senate Security's classified information security programs. Work involves performing a variety of administrative duties including sensitive and classified matters. Work is bound by the Senate Security Manual, DIA, CIA, and DoD Directives, Senate Rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling assignments.

### ESSENTIAL FUNCTIONS

Provides support to classified hearings, briefings and meetings; evaluates room set-up needs; prepares access lists; verifies identities and security clearances of meeting participants; controls classified information used for briefings.

Couriers classified material.

Maintains secure conference facilities and associated systems.

*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: 5 to 6* *FLSA: NE* *VEOA: C*

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Provides general office support; greets visitors, checks identification, answers telephone; contacts internal and external agencies to coordinate clearance verification for incoming visitors; and escorts un-cleared visitors in secure areas.

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

Provides support to continuity of operations programs.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

## MINIMUM QUALIFICATIONS

Work requires a High School degree or G.E.D., with one to three years administrative support experience, or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of modern office practices, procedures and equipment.

Knowledge of the Senate as an institution.

Skill in applying attention to detail.

Skill in organizing and maintaining schedules.

Ability to work effectively with executives and Senate staff.

Ability to appropriately handle confidential matters and information.

Ability to courteously and professionally assist visitors and callers.

Ability to multitask and prioritize tasks in a changing environment.

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*PB: 5 to 6* *FLSA: NE* *VEOA: C*

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to use computer and relevant computer software programs, including databases.

## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

U.S. Citizenship

Top Secret security clearance eligible (active Top Secret security clearance preferred).

Ability to obtain permanent SCI and RD access within 90 days of hire.

## SECURITY OFFICER II (Pay Band 6)

**Department**: Office of Senate Security
**Reports to**: Deputy Director, Senate Security

## NATURE OF WORK

This is professional work administering the U.S. Senate's personnel security program, classified document control system and secure facilities in the Capitol, as assigned. Work includes processing personnel security clearances, logging documents into databases, and inventorying classified documents. Work is bound by the Senate Security Manual, DIA, CIA, and DoD Directives, Senate Rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling assignments.

## ESSENTIAL FUNCTIONS

Administers the Senate personnel security program for assigned Senate offices; processes Senate staff for initial security clearance as well as periodic re-investigations; reviews sensitive information concerning applicant's background; prepares correspondence concerning the application; coordinates with all agencies in the personnel clearance process; and notifies office management when clearance processing exceeds the expected completion time.

Maintains the classified document control system for the U.S. Senate; logs classified documents into a computerized document control system; inventories classified documents for assigned Senate offices; conducts inventories within established guidelines; and archives and destroys classified documents.

Conducts security inspections of assigned Senate offices to determine the suitability to store classified information to include annual combination changes to security containers.

Performs initial investigation of security violations; determines the seriousness of the violation within established guidelines; and processes routine violations without assistance from supervisor.

Provides standard security de-briefings for staff; and provides advice and assistance to Senate offices concerning all aspects of classified information protection.

Develops threat assessments for various areas; and researches and collects data used to evaluate safety and security for staff traveling overseas.

Maintains current knowledge of the Office of Senate Security's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills. Provides support to COOP programs as needed.

Performs other duties as assigned.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. Work may require flexible hours or changes in schedule, including late night hours.

## MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D; college degree preferred. In addition, applicant should have one to three years of experience handling classified information (Senate experience may substitute for experience handling classified information) or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Demonstrated knowledge of security requirements and practices for handling classified information

Demonstrated knowledge of current events pertinent to information security.

Demonstrated ability to use computer and relevant computer software programs and electronic searches.

Ability to work with multiple databases simultaneously.

Ability to maintain confidentiality of sensitive and classified information.

Ability to use tact and diplomacy when dealing with others and provide good customer service.

Ability to work across functional, organizational and agency lines .
Ability to collect information from various sources and determine its relevance to the Senate environment.

Ability to communicate effectively, both orally and in writing. Ability to present relevant material to members of the Senate community as needed.

Ability to process, sort, file and destroy documents, forms and records.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

United States citizenship required.

Active Top Secret security clearance.

Permanent SCI and RD access.

*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: 5 to 6* *FLSA: NE* *VEOA: C*