



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
OPEN TO SENATE EMPLOYEES AND
APPLICANTS REFERRED BY SENATE STAFF

POSITION: **COORDINATOR OF THE RECORD**

DEPARTMENT: Office of the Official Reporters of Debates

SALARY RANGE: **\$69,260 - \$107,351**

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: **August 5, 2015**

DEADLINE FOR APPLICATIONS: **August 19, 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 www.senate.gov, click “Visitors,” then “Employment.” The Application for Veterans’ Preference will appear under “Secretary of the Senate Office of Human Resources.”

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**



COORDINATOR OF THE RECORD

Department: Office of the Official Reporters of Debates

Reports to: Chief Reporter

NATURE OF WORK

This is professional administrative work verifying and compiling Senate information and editing oral remarks and written statements for publication in the *Congressional Record* (the *Record*). Work is bound by Government Publishing Office (GPO) guidelines, Senate rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Assists in editing and providing electronic files of Senate proceedings for Senators and staff; coordinates production of the transcripts used for publication in the *Record*; and ensures material is forwarded to GPO within 3 hour deadlines throughout the day.

Works with reporters and transcribers to ensure accuracy and reliability of transcripts; assists with research and verifies accuracy of quotations, citations, names and dates referred to in debate; monitors and tracks the physical location of statements placed in the transcript; and ensures completeness of transcript for transmittal to GPO.

Serves as primary assistant to the Chief Reporter in assuring operational effectiveness of the office; maintains office supplies and equipment; files, organizes and archives office documents/records; manages and maintains office and reference files; maintains office accounting records; troubleshoots computer/equipment failures; serves as liaison to other Senate support offices for maintenance of equipment/computers; and addresses staff concerns via e-mail and telephone.

Coordinates cross-training of the expert transcribers with other responsibilities of the Official Reporter's Office; updates format and reference information for office and Senate staff.

Serves as liaison to Senate offices for matters pertaining to the *Record*; assists Senators and their staff who may wish to review or modify remarks; expedites requests from Senators and their staff for corrections to the permanent *Record*; obtains materials or information from Senate offices needed for completion of the *Record*; responds to staff requesting copies of material or requesting changes to transcripts or *Record* information; and maintains and provides electronic files or copies for all printed material to GPO.

Maintains current knowledge of the Office of Official Reporters Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills. Continuity of Operations (COOP) duties may be assigned.

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: 9

FLSA: NFB60

VEOA: C

08/5/2015

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



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 Bachelor's Degree in English, with three to five years of editing/transcribing 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.

Knowledge of American history and current events.

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

Knowledge of GPO formats, styles, languages and processes.

Knowledge of parliamentary procedures and ability to ensure material conforms to parliamentary procedures.

Ability to use computer and relevant software/desktop publishing packages.

Ability to proofread complex material and edit for technical and grammatical errors.

Ability to demonstrate a strong attention to detail.

Ability to format information in approved GPO style for printing of the *Record*.

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

Ability to communicate effectively, both orally and in writing.

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, CERTIFICATION AND OTHER REQUIREMENTS

None.

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: 9 FLSA: NFB60 VEOA: C