



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Executive Assistant I
DEPARTMENT:	Senate Page School
SALARY RANGE:	\$45,721 - \$70,868
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:	November 14, 2014
DEADLINE FOR APPLICATIONS:	November 30, 2014 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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



EXECUTIVE ASSISTANT I

Department: Senate Page School

Reports to: Principal

NATURE OF WORK

This is administrative work providing support services to the Senate Page School. Work involves performing a variety of administrative duties including sensitive and/or confidential matters. Incumbent provides direct support to and is under the immediate supervision of the Principal of the Senate Page School. Work is bound by Senate rules and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Provides primary administrative support to Page School educational program; maintains inventory of equipment and furniture; maintains office supplies and coordinates equipment maintenance; manages and maintains office and reference files; prepares official correspondence and edits, proofreads and researches as needed; responds to or forwards to the appropriate office any inquiries; maintains and updates departmental records; registers staff for professional conferences; and prepares travel vouchers for staff.

Maintains office budgets and accounting records; tracks all invoices for payment and verifies accuracy of accounting records and authority to pay invoices; monitors budgets and contracts for tutors and substitute teachers; prepares work orders; and prepares various reports as requested by the Principal.

Coordinates receipt and transfer of school documents, grades and transcripts; frequently communicates with parents and state schools to answer general questions regarding the Page program; maintains and updates electronic and hard-copy student records; and ensures report cards and other relevant documents are sent to parents.

Serves as the information systems coordinator for the Senate Page School; performs basic systems troubleshooting; reports difficulties and system failures to the Secretary's Information Systems (IS) staff; and works closely with IS staff to fix problems.

May serve as the primary contact and coordinator for class field trips and serves as a chaperone.

Maintains current knowledge of and updates regularly the Senate Page School's Emergency Action Plan (EAP) and Continuity of Operations Plan (COOP); participates in exercises and drills.

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

FLSA: NE

VEOA: C

11/06/2014



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Ensures the safety of all students during evacuations and evacuation drills; and assists with supervision of pages during school hours.

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, and carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires two years of college or business school coursework from an accredited institution with one to three years of office experience in a school setting preferred; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Preferred knowledge of the Senate Page Program and basic knowledge of the Senate as an institution.

Knowledge of business English, spelling, grammar, business math, and basic bookkeeping.

Knowledge of modern office practices, procedures and equipment.

Ability to work early morning hours and occasional weekends.

Ability to use computer and relevant computer software programs.

Ability to reconcile accounts and maintain accurate accounting records.

Ability to coordinate and troubleshoot basic computer systems and programs.

Ability to maintain confidentiality and professionally handle sensitive matters and materials.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

Ability to pass background investigation for working with minors.

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: 5

FLSA: NE

VEOA: C

11/06/2014