U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
Reposting- Previous applicants need not apply

POSITION:	**LEGAL ASSISTANT**
DEPARTMENT:	**Office of Senate Chief Counsel for Employment**
SALARY RANGE:	$36,883 - $57,167
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:	**December 11, 2014**
DEADLINE FOR APPLICATIONS:	**Open until filled-** 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

LEGAL ASSISTANT

Department: Office of Senate Chief Counsel for Employment
Reports to: Assistant Legal Administrator

NATURE OF WORK

This is administrative work providing support to attorneys, paralegals, and litigation secretaries and providing general office support in a legal environment for the Office of Senate Chief Counsel for Employment (SCCE). Work includes greeting and assisting clients and visitors, including Senators and their staff; monitoring and answering main office phone lines; filing documents with DC federal courts in accordance with statutory provisions; delivering and picking up legal documents in the DC metro area; coordinating the scheduling and preparation of seminars; operating audio-visual equipment at seminars; tracking and reporting SCCE website traffic; maintaining the office's law library, including periodic loose-leaf updates and volume replacement; shredding documents; and other duties as assigned. Work is bound by Secretary of the Senate policies and procedures and standard office policy and procedures. Work is performed under the immediate supervision of the Assistant Legal Administrator.

ESSENTIAL FUNCTIONS

Greets and assists SCCE clients and visitors; answers and monitors main office phone lines and voicemail; timely and professionally directs callers, voicemail and telephone messages to the proper staff member; and sends, receives and distributes materials via email and facsimile machine.

Coordinates the scheduling, preparation and set up of seminars and seminar materials; works in conjunction with the Rules Committee and Recording Studio to ensure that room reservations and AV equipment have been secured; serves as back-up to the litigation secretary to prepare and create PowerPoint presentations; maintains seminar files; coordinates production of seminar materials with Printing and Graphics Department as needed; and sets up, operates and performs simple troubleshooting of PowerPoint presentations and videos at seminars.

Maintains conference room schedule with a high level of accuracy to avoid meeting conflicts; monitors and orders office supplies; reconciles month-end Stationery Room billing; monitors and coordinates pickup and delivery of materials.

Reviews published materials and makes staff aware of noteworthy articles on a daily basis.

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: 3 *FLSA: Non-exempt* *VEOA: C*

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Maintains law library: updates library index, materials and publications upon receipt of shipments.

Maintains office logs; provides copying and back-up support to attorneys, legal administrator, litigation secretaries and paralegals.

Conducts online research for daily updates to ongoing litigation matters using PACER; emails staff with daily updates.

Conducts research for monitoring the traffic on the SCCE website; prepares a monthly report on the number of visits to the site, including identifying the most visited links and most frequently downloaded forms.

Conducts monthly research on congressional bills that are employment related for the legislative tracking chart.

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

MINIMUM QUALIFICATIONS

Work requires a High School diploma or G.E.D. with one to three years of office experience, preferably in a law firm or legal department; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

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

Knowledge of modern office practices, procedures and equipment.

Ability to prioritize and multitask in a busy office environment.

Demonstrates a strong work ethic and ability to work well with a team.

Ability to proofread documents, organize the office and accurately file documents.

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.

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Ability to use a computer and relevant computer software packages (proficiency in Word, Excel and PowerPoint desired).

Ability to reconcile monthly statements and maintain accurate records.

Ability to deal with others using tact and diplomacy, have good interpersonal skills and have a pleasant telephone manner.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by workload and filing deadlines.

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

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.