



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: Senior Counsel for Employment

DEPARTMENT: Senate Chief Counsel for Employment

SALARY RANGE: \$118,915 - \$169,459

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 16, 2015

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 accessing the on-line application and completing the checklist.

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**



SENIOR COUNSEL FOR EMPLOYMENT

Department: Senate Chief Counsel for Employment Office

Reports to: Senate Chief Counsel for Employment and Deputy Chief Counsel for Employment

NATURE OF WORK

This is supervisory, professional work in the Office of Senate Chief Counsel for Employment. Serves as defense attorney in labor and employment law matters to offices of United States Senators, the Vice President, Committees, Senate Officers, and other Senate employing offices. Work requires litigating cases as first chair in trial and appellate courts, the Supreme Court, and at administrative hearings; advising clients of their legal obligations; giving employment law seminars; and doing legal research and writing. Work requires high-level thinking in the application of law to facts. Work is bound by Federal Rules of Civil Procedure, Senate rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Under supervision of the Chief Counsel and the Deputy Chief Counsel, takes first-chair responsibility in defending offices of Senators, the Office of the Vice President, Senate Committees, and other Senate employing offices throughout the country in employment law cases from the inception of the case through Supreme Court review.

Researches complex legal issues and writes accurate, persuasive legal memoranda and briefs.

Provides legal advice to Senators, the Office of the Vice President, Chiefs of Staff, Administrative Directors, Senate Officers, and other Senate managers regarding employment law issues.

Maintains current, accurate knowledge of all employment law cases and statutes, identifying how new cases and laws modify existing law applicable to the Senate.

Develops, prepares and conducts seminars regarding employment-related legal issues; prepares and presents oral and written reference materials and audio-visual materials for seminar participants.

Supervises work of second-chair counsel, litigation secretary and paralegal.

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: 15

FLSA: E

VEOA: C



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Prepares legal newsletters, memoranda, policies and forms to keep clients informed of and in compliance with existing laws.

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

Performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts that require 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, litigation bags, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires Juris Doctorate degree, and a minimum of eight years experience defending employment claims and advising employers regarding compliance with federal and state employment laws. Work requires the following knowledge, skills, and abilities:

Demonstrated in-depth knowledge of federal employment laws, labor laws, constitutional law, and rules of court.

Demonstrated ability to research and analyze complex legal issues.

Demonstrated ability to write coherent, accurate and persuasive legal briefs and motions for trial and appellate courts and the U.S. Supreme Court.

Knowledge of modern legal practices and research resources, including LEXIS and/or WESTLAW.

Ability to operate a computer and utilize applicable software packages.

Ability to provide accurate legal advice and to exercise independent judgment in defending clients at trial and appellate court levels.

Ability to establish and maintain effective working relationships with Senators, staff of the Office of the Vice President, Chiefs of Staff, Administrative Directors, and Senate Officers.

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Ability to exercise independent judgment in determining and implementing the client's best defense strategy in lawsuits.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to communicate effectively, both orally and in writing, on a one-on-one basis, to large groups, and before courts.

Ability to assign, direct, and review work of subordinate staff.

Ability to work extended and unscheduled hours as dictated by caseload.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

License and in good active standing to practice law from a state or territory of the United States or the District of Columbia.

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