VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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 resumes@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.

CABINET DESIGNER

NATURE OF WORK

This is responsible work creating cabinetry and furniture designs. Work includes meeting with Senators, staff and other customers to identify requirements, investigate options, and determine the best design for cabinetry and furniture. Considerable time is spent measuring and defining furniture requirements and developing three dimensional furniture designs on the computer. Work is performed under the general supervision of the Cabinet Shop Supervisor, who reviews work for design, timeliness, and efficiency of services as well as customer satisfaction.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Coordinates furniture requirements with Senate offices; assists in determining workspace solutions; discusses furniture features, wood preferences, design and special needs requests.
- Takes space measurements and draws furniture schematic drawings.
- Prepares schematic drawings on the computer outlining desired features and measurements.
- Develops and maintains schematic drawing standards to ensure consistency and high quality.
- Develops space plans to better utilize available space incorporating customer's ideas and stock furniture dimensions.
- Presents schematic drawings, space plans, and workspace solutions to customer.
- Assists in processing and tracking Cabinet Shop work orders using established guidelines and work management system(s).
- Works with Procurement Specialist to order Cabinet Shop standard materials.
- Researches products and materials used by the Cabinet Shop; purchases specialty materials and products such as hardware and veneers.
- Coordinates with Architect of the Capitol for large construction and installation projects.
- Maintains electronic folders and files of computerized schematic drawings.
- Maintains plotter; assures adequate supply of ink and paper.
- Keeps current on industry standards and trends; investigates and tests software and other products.

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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of bending, stooping, and reaching to take measurements and extended periods of computer work. Work requires frequent periods of walking to/from customers' offices. Work includes exposure to chemicals, dust, noise, and fumes in the shop environment.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and at least five years experience in furniture design, including at least three years of experience gathering project specifications through direct customer interaction; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Advanced skills with AutoCAD.
- Ability to design cabinetry and furniture demonstrating a sense of design for traditional cabinetry.
- Ability to measure, sketch, and make patterns of historic furnishings; ability to produce CAD drawings to document significant pieces in Senate collection.
- Ability to match established styles such as Sheraton, Chippendale, Seymour, Federal, etc.
- Ability to match features of existing furnishings, including hardware and veneers.
- Ability to plan, prioritize and coordinate work efforts.
- Ability to effectively communicate ideas verbally, in writing, and by drawing.
- Ability to generate simplified workable solutions from complex customer needs.

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.