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.

CABINETMAKER

NATURE OF WORK

This is skilled work building cabinetry and furniture for Senate offices and the Senate Chamber. Work includes building new and maintaining existing cabinetry and furniture. Work is performed with considerable independence under general supervision of the Cabinet Shop Supervisor or immediate supervisor, with little or no guidance in work methods. Work is reviewed for quality and customer acceptance and 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.)

- Reviews sketches, plans and other drawings, creates layouts of work and determines material needs; may measure space for dimensions.
- Operates table saws, shapers, lathes, routers and planers and related powered equipment and hand tools to cut mold, shape and turn wood pieces, finish, join and fit pieces.
- Repairs office furniture.
- Installs built-ins and other wall-mounted units.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of standing, bending, stooping, arm movement and hand-eye coordination and precision in building and repairing furniture and cabinetry. Work includes exposure to high speed saw blades, shaper and cutters, noise, dust, chemicals, fumes and related sharpened tools, nail guns and hand-tools, and ability to safely lift up to 50 pounds.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and three to five years of experience in cabinetry and furniture building; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of the practices, techniques and methods of wood working and shaping.
- Ability to build, shape and design wooden items with unique shapes and designs with precise fit and joints.
- Ability to read plans, drawings and schematics and calculate angles.
- Ability to operate power equipment and hand tools to achieve precise cuts and fits.

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.

- Ability to work safely and effectively in building, repairing and maintaining cabinetry and furniture.

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.