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.

MEDIA RELATIONS COORDINATOR

NATURE OF WORK

This is professional work facilitating media coverage for the Senate (and House, where applicable) in the press, periodical press, radio-TV or still photograph media. Work includes assisting the media by tracking legislative activity; providing information regarding Senate operations, procedures and pending floor actions; and distributing news releases to the media. Work also includes coordinating the logistics of media events and establishing media arrangements for press conferences, meetings, briefings, hearings, joint sessions, conferences and special sessions. Work is performed with considerable independence under the general supervision of a Media Gallery Deputy Director or other immediate supervisor.

EXAMPLES OF WORK

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

- Briefs members of the media on key legislative initiatives and public policy; and monitors, tracks and analyzes Congressional activities to update media representatives.
- Coordinates logistics of media events including determining the number of media allowed to be present, media set-up and arrangements, and issuing press passes. Attends events as a liaison to facilitate media coverage including determining logistical arrangements such as seating, restricted access and security, and lighting, etc.
- Issues press credentials and administers work space for Congressional press corps.
- Advises gallery members on Senate (and House, where applicable) operations such as scheduling, procedure and floor strategy, committee structure and jurisdiction and parliamentary procedures.
- Reviews membership applications, processes membership dues, and maintains membership database and files.
- Maintains record of Senate (and House, where applicable) proceedings in some galleries with particular emphasis on recording votes, and logging time of votes, writing summaries and issuing briefs on significant legislation and events.
- Responds to inquiries concerning legislative and public affairs; researches legislative issues for media and Senate offices.
- May support computerized network of gallery information and/or gallery Internet Website.
- Monitors television and radio coverage of Senate committee hearings.

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.

- Works in concert with Congressional offices and the media to arrange interviews, press conferences, meetings and related media opportunities; assists in planning, organizing, coordinating and implementing media arrangements for quadrennial political conventions and inaugurals, Presidential debates, State of the Union addresses, major Congressional hearings, and related joint sessions or special events.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires use of a computer. Work includes working the hours the Senate is in session, which includes evening and weekend work.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in journalism, communications, public relations or a related field; and three to five years of news media experience working with legislative bodies, preferably concerning the U.S. Congress; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of current political events and Senate and parliamentary procedures.
- Ability to use a personal computer and accurately prepare and process a variety of reports, records, and documents using standard office equipment and systems such as databases, spreadsheets and word processing software.
- Ability to coordinate and facilitate the logistics of media events.
- Ability to provide accurate responses to media inquiries.
- Ability to maintain records and prepare records of events.
- Ability to communicate effectively.

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.