

## **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](http://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](mailto: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.



## PHOTOGRAPHIC IMAGING SPECIALIST

### NATURE OF WORK

This is technical work capturing, editing and maintaining digital photographic images on a local area network and within a Photo Browser Digital Asset Management (DAM) system. Work includes providing digital photographic imaging services such as scanning, retouching, e-mailing, printing, and asset management of photographs using a variety of computer hardware systems, digital photo printers, and software tools to meet customer specifications and requirements. Work is performed with considerable independence under the general supervision of the Photographic Lab Manager who reviews work for quality, accuracy, and work efficiency.

### EXAMPLES OF WORK

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

- Creates, stores, retrieves and performs corrections and manipulations of digital images to produce custom photographic prints on networked, digital printing equipment.
- Monitors and maintains photographic imaging systems using color management applications to create and apply color management profiles and to calibrate workstation monitors to output devices.
- Operates various film and print scanners to create digital image files; edits as needed; converts images and creates prints from digital image files.
- Uses Photo Browser DAM to ingest, tag and maintain photo images; uses photo ordering system to track, manage and complete customer orders.
- Coordinates as needed with customer service staff to determine customers' needs, including providing sample images for approval through e-mail, posting to photo browser, and writing to various electronic and digital media; recommends appropriate products to customers.
- Screens finished orders; performs preventive maintenance on printers.
- Performs duties of Photographer or Photographic Services Specialist as needed.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is physically demanding, requiring extended periods of walking, standing and lifting. Work requires the ability to distinguish colors.

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*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.*

REVISED: 6/20/12

CODE: 6110



### MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), formal training in photographic principles and procedures, and three to five years of experience in photo processing and/or digital imaging; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of optical and digital photographic imaging principles and procedures.
- Artistic ability to determine artistic cropping, accurate density, color, contrast, saturation and formatting of digital photographic images.
- Skill at operating computer hardware and software to produce high quality photographs for production.
- Ability to operate digital imaging computers and printing equipment.
- Ability to manage and maintain digital images on LAN and Photo Browser DAM.
- Demonstrated photography skills.
- Ability to establish and maintain effective relationships with customers, supervisors, and co-workers.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.