

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.



ASSISTANT STATE OFFICE LIAISON

NATURE OF WORK

This is responsible professional work assisting the State Office Liaison with negotiating commercial and federal leases to open, close, relocate, expand, reduce and maintain Senators' home state offices. The work includes coordinating General Services Administration personnel who provide office space, furniture, furnishings and space alterations for the home state offices. Work is performed under the general direction of the State Office Liaison.

EXAMPLES OF WORK

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

- Provides assistance to Senators and their staffs in the acquisition and negotiation of leases for commercial and federal office space, and mobile offices, in the home state.
- Investigates issues and resolves conflicts regarding lease discrepancies, rent and/or capital improvement increases and payment status in home state offices.
- Monitors and maintains lease databases for all home state offices.
- Assists with allowances, purchase orders, and requisitions related to home state office expenses.
- Assists with the oversight and management of the General Services Administration (GSA) Congressional Program; provides notification to GSA and SAA Departments on openings and closings of home state offices; and assists with the provision of office space, furniture, furnishings and space alterations to the home state offices by GSA.
- Reviews, audits, and processes GSA federal invoices and monthly commercial and mobile office rental payments; coordinates GSA work orders for SAA signature.
- Conducts annual survey of employer-provided parking space cost to assure compliance with the Energy Policy Act.
- Generates information and reports for budget planning purposes.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment requiring no exceptional physical demands.



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in business administration or a related field, and three to five years of progressively responsible professional experience related to real estate, leasing or equipping offices; or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:

- Comprehensive working knowledge of Senate rules and regulations related to home state offices.
- Knowledge of real estate, office leasing and office equipment.
- Ability to assist in negotiating leases and contracts.
- Ability to utilize strong interpersonal and customer service skills when interacting with Senators, Senate staff, landlords, attorneys and GSA personnel.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.