

## **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.



## PAGE PROGRAM EXECUTIVE ASSISTANT

### NATURE OF WORK

This is advanced-level administrative work of a complex and varied nature providing assistance and support to the Senate Page Program. Work includes a variety of administrative support functions and involves highly confidential and sensitive personnel and program information. Work is performed with considerable independence under the general supervision of the Page Program Director.

### EXAMPLES OF WORK

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

- Performs a variety of administrative duties for the Senate Page Program and the Page Program Director.
- Supervises and assists with in loco parentis responsibilities for Senate pages; responds to health and safety emergencies in accordance with established protocols and guidelines; and schedules and coordinates off-campus medical appointments for pages.
- Assists with oversight of residence hall facilities; reports building maintenance issues to proper authority; schedules maintenance and repair work; and ensures that work is completed in a timely manner.
- Reviews invoices and matches with purchase orders; verifies receipt of goods and correct prices; researches discrepancies and makes necessary adjustments; forwards invoices for payment; reviews and verifies payment vouchers; makes authorized purchases on behalf of the Senate Page Program; maintains various inter-office funds; and assists with the development of the annual budget.
- Maintains highly confidential departmental files; operates various computerized record keeping and documents processing systems to input and retrieve data in support of departmental operations.
- Coordinates transportation for all off-site page activities; prepares and provides itineraries to vendors and staff.
- Orders page uniforms; authorizes exchanges and substitutions of items.
- Prepares orders for office supplies, equipment and furniture; maintains inventories.
- Prepares and processes various correspondence, records, requests, requisitions and other documents; prepares publications and awards for printing and distribution.
- Answers, screens and forwards telephone calls; records and relays messages as necessary; answers informational inquiries and questions.
- Trains proctors in general administrative support work.
- Serves as essential personnel during COOP exercises and emergencies.

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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.*



### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment in a residential facility. Work is essentially sedentary with occasional walking, standing, bending, safely carrying items less than 25 pounds, and may require extended periods of computer use. Occasional weekend work, including approximately four Sundays per year, is required.

### MINIMUM QUALIFICATIONS

Work requires an Associate's Degree and three to five years of responsible administrative experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of office equipment, computers, relevant software/Web applications, and spreadsheets and databases.
- Knowledge of modern office practices and procedures.
- Ability to handle sensitive and confidential information.
- Ability to calculate, tabulate and reconcile financial data.
- Ability to prepare and maintain accurate records and reports.
- Ability to respond to inquiries and complaints in a tactful, timely and courteous manner.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a CPR Certification.

This position may require the incumbent to be available for sudden recall in response to emergency events affecting the Senate campus/community, which may include after-hour or weekend work, and to potentially deploy to alternate sites in support of the Senate's contingency operations.