

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.



PROCTOR

NATURE OF WORK

This is highly responsible professional work supervising the activities of Senate pages during non-work and non-classroom periods. Work includes providing a living/learning environment which enhances growth and development, and ensuring the safety and well-being of pages. Work is performed 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.)

- Supervises Senate pages; counsels pages and provides conflict resolution; develops and maintains positive communications and interactions with pages; provides assistance to pages as needed.
- Enforces code of conduct, guidelines and other rules and regulations of residence hall; recommends and carries out appropriate disciplinary actions.
- Plans and participates in programming designed for the educational, social, recreational and cultural enrichment of the page experience.
- Oversees the residential hall facilities; responds appropriately to emergencies; provides orientation and information to pages.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors requiring no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in social science or a related field, current enrollment in a degree granting program, and one year of experience proctoring residential centers; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of Senate Page Program principles, practices and procedures.
- Knowledge of problems, concerns and issues faced by adolescents.
- Ability to oversee a residential program for adolescents.
- Ability to communicate effectively.



LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a CPR Certification.

This position requires the incumbent to reside in the Daniel Webster Senate Page Residence.

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.