## 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.

# SERVICE WORKER

## NATURE OF WORK

This is responsible work providing routine physical and clerical services in support of Printing, Graphics & Direct Mail (PGDM), the Senate and Sergeant at Arms (SAA) offices. Work includes picking up and delivering supplies, publications, materials and equipment; maintaining manual and computerized records; handling forms and work orders; loading and unloading trucks; and moving equipment and materials. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

## EXAMPLES OF WORK

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

- Picks up and delivers materials, supplies, reports, documents, and furniture and office equipment throughout and also away from the Senate campus.
- Transports materials, supplies, reports, documents, and furniture and office equipment; operates motorized truck or other vehicle, and power and hand equipment; maintains daily vehicle inspection report.
- Loads and unloads materials, supplies, furniture, mail and other equipment.
- Tracks and logs items; completes and records work orders and other record-keeping forms; operates a computer to access files; maintains manual and computerized records.
- Assembles storage bins and racks.
- Stores items in proper locations; moves and stocks supplies and materials on shelves, in bins and other storage areas.
- Performs inventory checks as necessary.
- Assists with workload in the Packaging & Flag area.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and/or outdoors in a variety of weather conditions. Work requires frequent physical effort such as walking, sitting, climbing, bending, standing, safely lifting and carrying objects up to 50 pounds, and pushing and pulling crates or cartons of supplies. Work also requires physical dexterity in the use of fingers, limbs, and body in the operation of hand and motorized equipment. Work exposes the employee to noise. Protective equipment such as steel-toed shoes and gloves may be required.



*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.*

## MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and one to three years of experience operating vehicles to deliver materials, preferably including the operation of fork-lifts; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of alpha/numeric methods used to store items.
- Physical strength, agility, and dexterity required to perform the work.
- Ability to safely operate a fork-lift, delivery truck, and other vehicles.
- Ability to understand and follow oral and written instructions.
- Ability to maintain accurate records.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Ability to communicate effectively.

## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Possession of a valid driver's license may be required.



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