



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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**Vacancy Announcement**  
**This vacancy announcement is open to**  
**Senate Employees and Referrals**

**POSITION:** ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** Stationery Room

**SALARY RANGE:** \$37,796 - \$58,582

**CONTACT** Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

**FEDERAL RELAY SERVICE** Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

**POSTING DATE:** January 6, 2017

**DEADLINE FOR APPLICATIONS:** January 20, 2017 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**VETERANS'** Hiring for this position will be governed by the Veterans Employment Opportunity

## PREFERENCE:

Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate 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 may be obtained by visiting:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf).

**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 Secretary of the Senate 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 [vets@sec.senate.gov](mailto:vets@sec.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 Office of the Secretary of the Senate’s obligations and efforts 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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**ADMINISTRATIVE ASSISTANT, STATIONERY ROOM**

**Department:** Stationery

**Reports to:** Keeper of Stationery

**NATURE OF WORK**

This is administrative work providing support services to the Senate Stationery Room. Work includes greeting customers, answering phones, assisting customers with orders and preparing correspondence. Work is bound by Generally Accepted Accounting Principles (GAAP), Government Accountability Office (GAO) guidelines, Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Provide primary administrative support to Senate Stationery and back-up support to the two Stationery store sales associates.

Greet visitors to the Stationery office; operate multiple line telephone system; receive and disseminate mail; refer staff and public inquiries to the appropriate office within the Senate; and coordinate requests for assistance for telecommunications, equipment, and service needs.

Assist Senate members, spouses and former members with special order purchases, including processing and ordering with vendor; and research and resolve any discrepancies with orders.

Manage and maintain departmental administrative records; archive accounting records and departmental program files as assigned; scan, email and file delivery receipts on a daily basis.

Order and maintain Senate service award certificates for Senate staff; follow up with vendor to ensure certificates are received and delivered.

Assist Stationery accounting staff with financial and accounting functions including receiving invoices and verifying merchandise has been received.

Assist Stationery store customers with inquiries, purchases and returns; operate a register; ensure compliance with restricted purchases; process cash, Senate account and credit cards; monitor stock levels; and maintain cleanliness of store.

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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.*

PB: 3

FLSA: NE

VEOA: C

01/05/2017



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

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Assist in areas of the Stationery Room as directed by management.

Maintain current knowledge of the Stationery office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

### **MINIMUM QUALIFICATIONS**

Work requires a High School diploma or G.E.D. with one to three years of office/accounting experience; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of business English, spelling and business math.

Knowledge of the Senate as an institution.

Knowledge of modern office practices, procedures and equipment.

Ability to use computer and relevant computer software packages including Microsoft Word.

Ability to deal with others using tact and diplomacy.

Ability to communicate effectively, both orally and in writing.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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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.*

PB: 3

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