



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Career Ladder Position: Security Office Administrator I (Pay Band 6) to Security Office Administrator II (Pay Band 7)
DEPARTMENT:	Office of Senate Security
SALARY RANGE:	Pay Band 6: \$54,884 - \$85,071 Pay Band 7: \$61,080 - \$94,675
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:	September 12, 2018
DEADLINE FOR APPLICATIONS:	September 26, 2018 Applications will NOT be accepted after 11:59 p.m. The new 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' PREFERENCE:	Hiring for this position will be governed by the Veterans Employment Opportunity 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 accessing the on-line application and completing the checklist.

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.

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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

**Career Ladder Position
SECURITY OFFICE ADMINISTRATOR I (Pay Band 6) to
SECURITY OFFICE ADMINISTRATOR II (Pay Band 7)**

Department: Office of Senate Security

Reports to: Deputy Director, Senate Security

This is a career ladder position posting in the Office of Senate Security under the Secretary of the Senate. An individual selected for the career ladder position will be placed into pay band 6 for a period of twelve (12) to eighteen (18) months maximum during which time, he/she will be on a training plan and provided opportunities for development and increased responsibility.

Upon successful completion of the development and performance goals, as specified in an Individual Development Plan (IDP), the incumbent will be promoted to the position of Security Office Administrator II and will be granted a promotional increase into pay band 7.

PHASE I: SECURITY OFFICE ADMINISTRATOR I (Pay Band 6)

NATURE OF WORK

This is administrative work coordinating classified Senate meetings and office accounts of the Office of Senate Security. The work includes office management responsibilities such as scheduling, organizing and controlling access to meetings, which may include Senators, cabinet secretaries, and other high-ranking officials. Work is bound by 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

Act as liaison to agencies providing classified briefings to Senators and Senate staff, offices and committees. Schedule briefings and meetings. Request and record clearance verification information for incoming visitors. Verify clearances, both internally and externally, of all attendees and briefers; provide an access list for all attendees to sign, verify identities, and control classified information created or provided for briefings.

Maintain office files and accounts. Establish and maintain accountability of current on-hand supplies; create inventory and establish re-order point based on demands.

Maintain the conference room usage database. Maintain logs of all meetings that occur, to include total number of meetings, including all Senator Briefs, number of attendees, number of occupants that enter the facility, etc.

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.



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Greet visitors, check visitors' identification, answer telephones, and provide telephone messages. Escort visitors throughout the facility. Assure all sensitive calls and documents are handled in an accurate and confidential manner.

Set up rooms for various types of meetings according to applicable requirements. Maintain meeting spaces, including upkeep and repair of such spaces.

Notify any Senators in the office of Senate votes.

Manage copier services; keep records of copy transactions; prepare annual report for Deputy Director of Senate Security regarding quantity of paper used.

Provide support to office by developing expertise in use of all automated equipment such as fax machines, personal and networked computers and printers, and copy equipment.

Maintain current knowledge of the Office of Senate Security'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, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance are required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a High School diploma or GED with one to three years of experience; and the following knowledge, skills and abilities. Experience with or knowledge of the internal operations of the U.S. Senate is desirable, but not required. Experience working in classified environment is desirable, but not required.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the history and operation of the Senate.

Ability to maintain confidentiality.

Ability to communicate effectively both orally and in writing.

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Ability to interact comfortably with Senators, their staffs and high-ranking officials on a daily basis.

Ability to courteously and professionally assist visitors and callers.

Ability to use tact and diplomacy when dealing with others.

Ability to work under time pressure and tight deadlines.

Ability to multitask and prioritize tasks in a changing environment.

Ability to think independently and make decisions using established protocols and priorities.

Demonstration of strong attention to detail.

Ability to use computer and relevant computer software packages, including databases.

Ability to process, sort, and file forms and records.

Ability to obtain Top Secret security clearance.

Ability to meet DCID 6/14 eligibility requirements.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

United States citizenship.

PHASE II: SECURITY OFFICE ADMINISTRATOR II (Pay Band 7)

NATURE OF WORK

This is advanced administrative work coordinating classified Senate meetings and office accounts of the Office of Senate Security. The work includes office management responsibilities such as scheduling, organizing and controlling access to meetings, which may include Senators, cabinet secretaries, and other high-ranking officials. Work is bound by 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

In addition to the essential functions identified in Phase I:

Serve as the Office Emergency Coordinator.

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Serve on the Secretary's Emergency Operations Center team.

Assist with maintenance of the office COOP plan.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance are required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a High School diploma or GED with one to three years of experience handling classified information; and the following knowledge, skills and abilities. Experience with or knowledge of the internal operations of the U.S. Senate is required.

Knowledge of the Senate as an institution, with a continued desire and willingness to learn more about the history and operation of the Senate.

Demonstrated ability to maintain confidentiality.

Demonstrated ability to communicate effectively both orally and in writing.

Demonstrated ability to recognize and identify Senators, interact comfortably with Senators, their staffs and high-ranking officials on a daily basis.

Demonstrated ability to courteously and professionally assist visitors and callers.

Demonstrated ability to use tact and diplomacy when dealing with others.

Demonstrated ability to work under time pressure and tight deadlines.

Demonstrated ability to multitask and prioritize tasks in a changing environment.

Demonstrated ability to think independently and make decisions using established protocols and priorities.

Demonstration of strong attention to detail.

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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Demonstrated ability to use computer and relevant computer software packages, including databases.

Demonstrated ability to process, sort, and file forms and records.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

United States citizenship.

Active Top Secret security clearance.

Permanent SCI and RD access.

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.