



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

Career Ladder Position:
Web Assistant I (Pay Band 6) to
Web Assistant II (Pay Band 8) to

DEPARTMENT:

Office of the Senate Web Technology

SALARY RANGE:

Pay Band 6: \$54,884 - \$85,071
Pay Band 8: \$67,963 - \$105,343

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 10, 2018

DEADLINE FOR APPLICATIONS:

September 24, 2018 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' 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 visiting:

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.

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**

**Career Ladder Position
WEB ASSISTANT I (Pay Band 6) to
WEB ASSISTANT II (Pay Band 8)**

Department: Office of Web Technology

Reports to: Webmaster

PHASE I- WEB ASSISTANT I (Pay Band 6)

This is a career ladder position in the Office of Web Technology 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 approximately twelve (12) to twenty-four (24) months, 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 Web Assistant II and will be granted a promotional increase into Pay Band 8.

NATURE OF WORK

The Web Assistant I position is administrative work assisting with the editing, design, updating, validating, and posting of material to websites under the purview of the Secretary of the Senate. Work includes content validation, statistics gathering, meeting scheduling, and intern coordination. Work is bound by *Senate.gov Style 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

Assist web content contributors with certain tasks necessary for web content creation and maintenance. This includes helping staff size images, create content, maintain the online Stationery Room catalog, and efficiently use the Secretary's Content Management System (CMS).

Copy-edit web content for grammatical accuracy and adherence to style guides.

Ensure content on Senate.gov appears consistently.

Answer questions and assist users with the CMS.

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

Audit existing web pages on Secretary websites to ensure links to internal and external sites such as govInfo, Library of Congress (LOC), Legislative Information System (LIS), Congress.gov, and the National Archives and Records Administration (NARA), etc., are accurate and that content is adhering to the guidelines set out in the *Senate.gov Style Guidelines*.

Monitor the Webmaster's public e-mail account throughout the day. This involves deleting spam, responding to specific questions, or forwarding e-mails to the appropriate groups so they may either resolve an issue or appropriately answer the e-mail.

Validate that nightly reports from LIS/DMS are transmitted and posted correctly. Notify the appropriate team members/groups if there is an issue with a report.

Ensure that the content provided by the Secretary's office is displaying on the Secretary websites appropriately and posted/available to other organizations as scheduled.

Perform daily, weekly, and monthly web related tasks including validating specific reports and updating daily and weekly features on the Secretary's websites, reviewing Senate.gov statistics, and maintaining Webmaster mail statistics.

Provide quality assurance/testing of new applications/features on supported sites.

Ensure newly developed applications, features, and web pages are working properly.

Manage the summer interns including assigning tasks, training interns on the use of the CMS, answering questions, and reviewing their work.

Maintain current knowledge of Web Technology'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 the performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

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UNITED STATES SENATE OFFICE OF THE SECRETARY

MINIMUM QUALIFICATIONS – PHASE I

Work requires a bachelor's degree in English, history, journalism, or related field, with one to three years of editorial experience, with some website experience preferred; and the following knowledge, skills, and abilities:

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.

Basic knowledge of HTML is required.

Basic knowledge of web page creation, design, and technologies is required.

Knowledge of the principles of editing, proofreading, and composing text for websites.

Willingness to work with unknown or new technologies.

Ability to adhere to the *Senate.gov style Guidelines* and *Chicago Manual of Style*.

Ability to communicate effectively, both orally and in writing.

Skilled in the research of legislation and policy to effectively link related sites.

Ability to provide close attention to detail and handle multiple projects simultaneously.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

PHASE II – WEB ASSISTANT II – Pay Band 8

NATURE OF WORK

This is more advanced administrative support work and requires more advanced knowledge of web related concepts, terms, rules, procedures, and processes as well as a greater familiarity with the content and structure of the Secretary of the Senate's websites. Work includes reviewing and editing existing content and web pages on Secretary websites so that similar types of content appear consistently and accurately throughout the websites; monitoring the Webmaster mail account throughout the day; and assisting web content contributors with certain tasks necessary for web content creation and maintenance. Work is bound by *Senate.gov Style Guidelines*, Secretary of the Senate policies and

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UNITED STATES SENATE OFFICE OF THE SECRETARY

procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS – PHASE II

In addition to the essential function itemized in PHASE I:

Modify HTML, CSS, and JavaScript files used on the Secretary's websites.

Help content providers display engaging and informative content on the Secretary's websites.

Aid in discovering and documenting requirements for new or enhanced displays of content on websites.

Develop valid XML models for new types of content/displays and create the XSLT used to display populated XML templates as HTML. This work involves understating the content providers' requests and requirements for new content and the ability to determine when senior staff need to be involved.

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 the 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 – PHASE II

In addition to all of the requirements of Phase I:

Skilled in the organization and development of websites to enhance user capabilities.

Ability to modify HTML, CSS, and JavaScript files.

Ability to develop XML models for new types of content/displays.

Basic XSLT work to produce desired formats for XML content.

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**



LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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PB: 6 to 8

FLSA: NE

VEOA: C

09/04/2018