



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT **(Previous Applicants Need Not Apply.)**

POSITION

Operations Specialist

DEPARTMENT

Office of Printing and Document Services

SALARY RANGE

\$54,314 - \$84,189

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, 2022

DEADLINE FOR APPLICATIONS

September 26, 2022 Applications will NOT be accepted after 11:59 p.m.

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

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:

https://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 resumes@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**

OPERATIONS SPECIALIST

Department: Office of Printing and Document Services

Reports to: Chief of Staff; Director of Printing and Document Services

NATURE OF WORK

Work involves supporting the Office of the Secretary of the Senate operations by providing administrative support to the Executive Office; providing assistance to the Office of Printing and Document Services (OPDS); and supporting the Secretary of the Senate Continuity of Operations (COOP) enterprise through the Office of Senate Security (OSS). 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

Provide occasional Executive Office coverage, including answering phones and assisting with daily office activities.

Assist in key Executive Office initiatives, projects, and special events.

Maintain inventory and organization of supplies for the Executive Office supply closet.

Assist the Executive Assistant with administering the Senate Service Award program by performing any of the following duties, as needed: ordering pins and certificates; notifying offices of staff who are to receive the award; and ensuring offices receive pins and certificates for presentation to employees.

Serve as driver for the Secretary and authorized Senate officers and staff for official Senate business.

Deliver material to various government offices to include the White House, State Department, and National Archives.

Assist with on-demand deliveries between Secretary of the Senate offices in office buildings and the Capitol; and make offsite deliveries, as necessary.

In rotation, assist with collection and distribution of requested materials to Senate offices located in the Capitol, including delivery of Senate, House, and Executive Calendars, *Congressional Record*, and daily papers.

Research and respond to inquiries from Congressional staff, government agencies, and the public seeking copies of legislative documents; and retrieve legislative documents from external and internal sources as necessary.

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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Process mail-in document orders from public; provide customers with requested legislation as well as supplemental documents they may find useful; time-stamp receipts of all Senate Calendar items indicating authorization to release material to customers; and respond to requests from Senate Chamber for copies of legislative documents. Monitor Senate floor activity and current events to keep informed of all current and all high-profile legislation; and deliver requested materials to Senate offices and the Capitol.

Assign publication numbers to Senate documents; and maintain departmental databases for paper and stationery orders, and legislative inventory.

Participate in the planning, execution, and after-action review of Secretary of the Senate emergency preparedness and COOP exercises.

Assist OSS COOP Coordinator with monthly laptop and supply updates to legislative and support offices; coordinate the update schedule with supported offices; develop relationships and knowledge necessary to transport supplies to and from local sites, either for regularly scheduled updates or in the event of a contingency; work with legislative offices to ensure their supplies meet the requirements of existing COOP plans.

Serve as member of Emergency Operations Center (EOC) team; and serve as backup for maintaining Secretary of the Senate COOP plans and associated reference materials and contact information.

Maintain current knowledge of the OPDS and Executive Office Emergency Action Plans (EAP) and COOP plans; and participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a variety of locations and requires the use of normal safety precautions to avoid everyday risks and discomforts. Work requires frequent walking, standing, bending, and carrying items up to 50 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, and photocopier. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by 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:

Ability to maintain a flexible schedule subject to last-minute changes due to the Senate schedule.

Ability to limit use of annual leave to Senate recess periods.

Knowledge of the Senate as an institution.

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Knowledge of and ability to navigate the Capitol and Senate office locations.

Ability to use computer and relevant computer software programs, including Microsoft Word.

Ability to answer Executive Office phones with strong phone etiquette skills.

Ability to follow organizational rules, regulations, and procedures.

Ability to use tact and diplomacy in dealing with others, including possible occasional interaction with Senators and their spouses.

Ability to provide prompt and courteous customer service.

Ability to stand and walk for extended periods of time.

Ability to manage multiple and changing priorities.

Ability to communicate effectively, both orally and in writing.

Ability to safely operate a vehicle for assignments outside the Capitol grounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

Valid driver's license with safe driving record.

U.S. Citizenship.

Ability to obtain and hold a Top Secret security clearance with SCI access.

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