



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT (Previous Applicants Need Not Apply.)

POSITION

Career Ladder Position:
Assistant Bill Clerk IA (Pay Band 6) to
Assistant Bill Clerk IB (Pay Band 7) to
Assistant Bill Clerk (Pay Band 8)

DEPARTMENT

Office of the Bill Clerk

SALARY RANGE

Pay Band 6: \$60,459 - \$93,714
Pay Band 7: \$67,285 - \$104,293
Pay Band 8: \$74,868 - \$116,045

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

October 14, 2022

DEADLINE FOR APPLICATIONS

Open until filled

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**



**Career Ladder Position
ASSISTANT BILL CLERK IA (Office of the Secretary of the Senate pay band 6)
ASSISTANT BILL CLERK IB (pay band 7)
ASSISTANT BILL CLERK (pay band 8)**

Department: Office of the Bill Clerk

Reports to: Bill Clerk

This is a career ladder position in the Bill Clerk's Office within the Legislative Department. An individual selected for the career ladder position will be placed into a pay band 6 as an Assistant Bill Clerk IA in Phase I for a period of approximately 12 to 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) for Phase I, the individual will be given a non-competitive promotion to an Assistant Bill Clerk IB position (pay band 7). This placement will be for approximately another 12 to 18 months with further developmental assignments to ready the employee to final promotion to the Assistant Bill Clerk position (pay band 8).

NATURE OF WORK

The Assistant Bill Clerk supports the Office of the Bill Clerk in recording and reporting sensitive and historical legislative information, including monitoring, tracking, and processing, in a prompt and accurate manner, legislative activity that occurs in the United States Senate. Working in a close-knit team, the Assistant Bill Clerk serves under the direction of the Bill Clerk to ensure relevant legislative proceedings (including parliamentary activity, introduced/submitted measures, submitted/referred/proposed amendments, cosponsor requests, reported legislation, committee reports, roll call vote information, and messages from the House of Representatives) are accounted for in records including: official Senate ledgers, the *Congressional Record*, Legislative Information System Client Database (LIS), measures and reports prepared and transmitted to the Government Publishing Office (GPO) for printing, various historical record documents, Senate.gov, Congress.gov, and the Amendment Tracking System (ATS).

Using knowledge of Senate rules and parliamentary procedure, and by working with legislative staff, floor staff, and Senators' staff, the Assistant Bill Clerk is trained to perform his/her assigned duties independently with a built-in crosschecking system that allows for constant quality assurance. The Assistant Bill Clerk must follow floor activity carefully and attentively, anticipate and record impromptu parliamentary activity, and work through complex procedural scenarios efficiently and precisely.

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.

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

ESSENTIAL FUNCTIONS

Monitor, track, and record Senate legislative activity in LIS, official Senate ledgers, amendment books, and other associated historical record items.

Process, maintain, and create a record of submitted, proposed, referred, and/or modified amendments in LIS, ATS, and internal amendment records; prepare original, signed amendments for archiving; provide information used by legislative offices.

Process introduced and submitted measures, assign measure numbers, and record measure information (sponsor, cosponsor, official title, and status information) in the official Senate ledger, LIS, records used by legislative staff, and the *Congressional Record*; prepare measures for printing by GPO; prepare text and cover sheets for the Morning Business section of the *Congressional Record*; prepare Senate introduced and submitted measures for archiving.

Record unanimous consent requests to add or withdraw cosponsors to legislation in LIS, the official Senate ledger, the *Congressional Record*, and on legislation printed by GPO; prepare requests for archiving.

Process reported measures and committee reports in the official Senate and House ledgers and LIS, in records used by legislative staff, and in the *Congressional Record*; prepare measures and reports for printing by GPO; prepare reported measures and committee reports for archiving.

Compose Messages from the House, Enrolled Bills Signed, and Enrolled Measures Presented to the President of the United States for publication in the *Congressional Record*.

Process Messages from the House in the official ledgers, LIS, records used by legislative staff, and the *Congressional Record*; prepare House measures for printing by GPO; process other documents, such as amendments between the Houses, conference papers, and conference reports for transmittal to committee, the Legislative Clerk or Enrolling Clerk; prepare House measures received by the Senate for archiving.

Enter Senate Roll Call Vote information into LIS in a prompt and accurate manner; process receipt of and records vote announcements from each Cloakroom.

Answer legislative information queries via phone and email from Senate and House staff, media, and the general public; resolve GPO queries on legislation and reports prepared for printing by the Office of the Bill Clerk.

Cross-train with fellow legislative offices to expand and strengthen abilities to support the Secretary's Legislative Department.

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

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**

As part of the Secretary’s customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

MINIMUM QUALIFICATIONS FOR ASSISTANT BILL CLERK IA

Work requires a bachelor’s degree in political science, history, civics, or related field, with one to three years of legislative and/or administrative experience preferable, providing the applicant with the following knowledge, skills, and abilities:

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

Ability to memorize and recall information easily and accurately.

Ability to quickly and accurately recognize Senators by sight and voice.

Ability to accurately monitor Senate floor activity and recognize actions to be recorded.

Ability to use computer and relevant software programs.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

REQUIREMENTS FOR PHASE I AND II:

Phase I involves moving from Assistant Bill Clerk IA to Assistant Bill Clerk IB. Phase II involves moving from Assistant Bill Clerk IB to Assistant Bill Clerk. The staff member will need to successfully complete an individual development plan for each phase in order to receive promotions.

REQUIREMENTS FOR OUTPLACEMENT/NONCOMPETITIVE PROMOTION TO ASSISTANT BILL CLERK (pay band 8):

Successful completion of Phase I and II - Demonstrated ability to perform the ESSENTIAL FUNCTIONS of the position:

In addition to the requirements in Phase I and II above:

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 work independently; ability to recognize issues and seek technical guidance from senior staff.

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

Demonstrated knowledge of GPO legislative formats, styles, languages, and processes.

Demonstrated knowledge of the amendment process.

Demonstrated ability to recognize Senators by sight and voice.

Demonstrated ability to use computer programs utilized in the Bill Clerk's Office as well as other legislative offices as required.

Demonstrated ability to perform all functions required in the Bill Clerk's Office.

Demonstrated ability to prepare and edit copy for the Morning Business section of the *Congressional Record* for the Senate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. 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, email, telephone, and photocopier. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except otherwise required by the Office of the Secretary of the Senate. This position is tied to the Senate Floor schedule and requires working extended and unscheduled hours as dictated by the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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.