

STAFF ASSISTANT

The Office of Compliance (OOC) was established in 1995 to administer the Congressional Accountability Act (CAA). The Congressional Accountability Act applies twelve civil rights, labor and workplace laws to covered employees and offices of the legislative branch of the federal government, and establishes dispute resolution procedures and judicial remedies for employees. The concept behind the law and creation of the office was to bring accountability to the legislative branch of government.

The incumbent is responsible for performing the following functions in a timely and competent manner, exercising sound judgment, working independently and cooperatively, communicating in a clear and courteous manner, and showing a willingness to achieve and innovate. The office is an increasingly busy environment and requires an individual who can prioritize and perform assignments. This is an ideal position for someone seeking to start work and gain experience on Capitol Hill and/or in the legal field.

The staff assistant will serve as the primary receptionist for the office and will be the initial point of contact for persons seeking information on the CAA and the Office. As such, the staff assistant must be able to furnish information and assistance regarding functions, procedures and activities of the Office from own knowledge, securing information from appropriate sources, or referring calls to the appropriate staff person.

Staff assistant is also responsible for supporting the Deputy Executive Director and Communications and Legislative Affairs officer. Responsibilities will include assisting with Congressional communications, maintaining the mailing database for Congress, committees and their employing offices, assisting with the planning and execution of special events and meetings, and providing assistance in legislative affairs and support for communications projects on an as-needed basis.

This position will also include general office management duties in addition to the above, to include:

- Refers calls to counselor and logs in all calls;
- Date stamps and distributes incoming mail, ensuring prompt delivery;
- Assists with preparation and delivery of documents for outgoing distribution, including editing, faxing, and copying materials and distributing them through the US mail, courier service, federal express, inside mail or hand delivery;
- Establishes and maintains administrative and subject matter files;
- Keeps newspaper clipping files and monitors delivery of subscriptions;
- Orders supplies and equipment for staff. Maintains office equipment;
- Serves as primary point of contact for vendors.

Salary range is low to mid thirties depending on experience.

METHOD OF EVALUATION/MANDATORY QUALIFICATIONS:

1. Associates/Bachelor s degree **required**.
2. Five years of relevant administrative/reception/office assistant experience **required**.
3. Legal office and/or Capitol Hill experience **preferred**.
4. Extensive work experience in comparable office setting providing administrative and clerical support in a fast-paced environment. Ability to handle multiple line telephone system.
5. Demonstrated ability to meet and deal with people in an efficient and tactful manner and maintain appropriate confidentiality. Self-direction, commitment and willingness to work with diverse groups of people.
6. Demonstrated ability to work independently in a well organized manner and to be responsive to the work requirements of others.
7. Demonstrated ability to perform all secretarial and administrative operations relevant to this position and to prioritize tasks.
8. Computer literate (WordPerfect, Word, Windows, Access and other software and spreadsheet programs, internet research, graphic experience a plus).
9. Proficient writing skills and basic grammar skills **required**.

APPLICATION PROCEDURES: Candidates should submit a resume or Standard Form 171, including the following information electronically to bhug@loc.gov or facsimile (202)426-1663:

1. Name, address, day/evening telephone numbers with area code;
2. Social security number, country of citizenship;
3. Name, city, state and zip code of schools attended (with copy of transcript, if available), degree earned and/or years completed;
4. A written description of your experience, knowledge, accomplishments, training and awards to demonstrate your ability to meet the foregoing requirements. Include job titles, employers names and addresses, supervisors names and telephone numbers, starting and ending dates, hours worked per week, salary history, duties and accomplishments, and a statement indicating whether we may contract your current supervisor. **A copy of your two most recent performance appraisals;**
5. An original, unedited sample of your writing (i.e., a sample memo or other office correspondence);
6. A listing of all applicable training courses completed, special skills, certificates and licenses, honors, awards and/or special accomplishments, etc.

FAILURE TO SUBMIT ANY OF THE REQUIRED INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY REMOVE APPLICANT FROM CONSIDERATION FOR THIS POSITION.

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, experience and education. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, political affiliation, handicap, or any other non-merit factor. Relocation expenses are NOT AUTHORIZED. This position is not in a bargaining unit and is not exempt from the Fair Labor Standards Act.

Unexpected events have caused extensive delays with routine mail delivery. It is recommended that you submit your information via fax (202/426-1663) or electronically (bhug@loc.gov). No phone calls please.

REASONABLE ACCOMMODATION: The Office of Compliance provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify us by telephone 202/724-9250, TTY 202/426-1912 or fax 202/416-1913.