



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
Hart Senate Office Building, Room SH-143
Washington, D.C. 20510. Phone (202) 224-9167
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November 16, 2004

The Senate Employment Bulletin is published weekly as a service to Senate offices wishing to advertise staff vacancies. Updated copies are available each Tuesday and may be obtained in the Senate Placement Office, viewed online at www.senate.gov/employment or via voice recording at (202) 228-JOBS.

To apply for a position advertised in the Employment Bulletin, address responses to: SENATE EMPLOYMENT BULLETIN, SENATE PLACEMENT OFFICE, ROOM 143 HART SENATE OFFICE BUILDING, WASHINGTON, DC 20510, or fax to (202) 224-4477 unless the ad specifies otherwise. Indicate the Job Referral Number associated with each position on your resume, and submit a separate resume for each position for which you wish to apply. If submitting a response in person, do not enclose in an envelope.

The advertisements appearing in the Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the walk-in application and informational interview process in the Placement Office. For more information please contact the Placement Office or consult our Web site.

The United States Senate is an equal opportunity employer.

- 111601 ASSISTANT PARLIAMENTARIAN** - The chief duty of the Parliamentarian's Office is to advise the Presiding Officer of the Senate on all parliamentary aspects of Senate activity, including points of order. Individual serves as non-partisan parliamentary advisor and counsel to all Senators, as well as their personal and committee staffs; and provides advice to House Members and their staffs, other branches of Government, the press, and the general public on all procedural aspects of Senate activity. **MINIMUM QUALIFICATIONS:** Juris Doctorate degree; Bar Admission or eligibility; legislative, Congressional or governmental affairs background, or academic standing in the top 10 percent; or an equivalent combination of education and experience; interest in the Senate as an institution; non-partisanship; attention to detail; ability to perform legislative and legal research; ability to tactfully communicate with a variety of personalities in a high-pressure environment.
OFFICE HOURS: Legislative staff office hours are dictated by Senate floor activity; routinely requires long, irregular hours. **Salary Range:** \$76,942 - \$119,260. **Application deadline is COB November 29, 2004. Fax resume and cover letter to (202) 228-3603 or hand deliver to 231B Hart Senate Office Building. No telephone inquiries.**
- 111602 DEPUTY PRESS SECRETARY** - Midwestern Democratic Senator seeks media savvy Deputy Press Secretary to assist Communications Director in extremely fast-paced office. Applicants must be exceptionally strong writers. Duties include writing speeches, talking points, advisories and releases, coordinating radio & satellite feeds, assisting in the planning and coordination of media events, and maintaining press archives. Hill or journalism experience preferred, but not required. **Please fax resume, salary requirements, and writing samples to (202)228-4374. No phone calls please.**

- 111603** **SCHEDULER** - Senior Republican Senator seeking Scheduler. Three years related experience preferred. Applicants must be able to adapt easily to a high-paced work environment and be extremely organized. **Please fax your resume to 202-228-0692 no later than November 19.**
- 111604** **EXECUTIVE SECRETARY I** - The Senate Library seeks highly organized and professional individual who provides administrative support; monitors and maintains office supplies; schedules and coordinates equipment maintenance through Senate RFA system or vendor contact; receives and disseminates mail; manages and maintains departmental administrative records and archives to include correspondence, leave reports and accounting records, and departmental program files as assigned; prepares or drafts official correspondence; assists in the preparation and distribution of the Secretary of the Senate's newsletter; maintains departmental COOP and emergency action plans; updates information and modifications to plan as needed and approved by department head and/or office emergency coordinator; disseminates information to appropriate Secretary offices; updates, verifies and ensures the accuracy of departmental leave records; monitors and maintains office budgets and detailed accounting records for multiple library accounts; and prepares various reports, listings and compilations as needed or requested by department head.
- MINIMUM QUALIFICATIONS: High School diploma or G.E.D. with one to three years of office/accounting experience; or an equivalent combination of education and experience; knowledge of business English, spelling and business math; ability to use a computer and relevant computer software packages; ability to reconcile bank accounts and maintain accurate accounting records; and ability to deal with others using tact and diplomacy. Salary Range: \$32,934 - \$51,048. **Application deadline is November 29, 2004. Fax resume and cover letter to (202) 228-3603 or hand deliver to 231B Hart Senate Office Building. No telephone inquiries.**
- 111605** **DIRECTOR OF CORRESPONDENCE** - Republican Senator seeks Director of Correspondence to assist with the handling of legislative mail. Responsibilities include reviewing all mail, and working with the Chief of Staff/Legislative Correspondents in regard to mail deadlines. Legislative and Hill experience a must. **Fax resume to Chief of Staff at 202-228-1071.**
- 111606** **LEGISLATIVE ASSISTANT** - Midwestern Democrat is looking for a proactive, knowledgeable Legislative Assistant to handle agricultural and other issues. Hill experience strongly preferred. **Please fax cover letter with job referral number, resume and salary requirements to (202) 224-4477, or drop off in the Placement Office. No phone calls, please.**
- 111607** **DEPUTY PRESS SECRETARY** - Busy press office of a Midwest Senate Republican seeks a Deputy Press Secretary. 2-3 years of experience writing and editing press releases and media advisories, setting up proactive and reactive press interviews and handling media inquiries required. Background in print journalism and column-writing preferred. Technical savvy and experience with digital photography necessary. Strong organizational skills required to take on deadline-oriented short-term and long-term projects. **Fax resume and cover letter, no writing samples please, to (202) 228-0549.**
- 111608** **LEGISLATIVE ASSISTANT** - Senior Democratic Senator serving on Committees of jurisdiction in a high profile capacity seeks Legislative Assistant to handle foreign affairs, defense, and trade. Qualified candidates will have strong writing skills, solid analytical ability, sound political judgment, perform well under pressure, and work well with colleagues. LA will be expected to handle relevant committee work and related constituent matters. **Please fax cover letter with job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**

- 110901** **LEGISLATIVE ASSISTANT** - Senior Southern Republican Senator seeks Legislative Assistant to handle military, veterans' intelligence, and homeland security issues. Candidates must have Hill experience and a background with military and veterans' issues. Prior military service is preferred. Applicants must have strong analytical, writing and communications skills. The MLA will handle relevant legislative and constituent work. **Please fax cover letter and resume to 202-228-1078.**
- 110902** **ADMINISTRATIVE SPECIALIST III** - Senate Sergeant at Arms seeks experienced, skilled Administrative Specialist to provide administrative support to our Capitol Facilities Department. Candidates should possess advanced skills in Microsoft Word, Excel, and PowerPoint, records management and customer service. This position requires attention to detail, above-average written and verbal communication skills, and the ability to manage multiple tasks simultaneously, some under time constraints. **Please fax cover letter and resume to (202) 228-2965 or hand deliver to Room SH-142 Hart Senate Office Building.**
- 102602** **PERSONAL CORRESPONDENT** - Moderate Northeastern Democratic Senator seeks full or part-time Personal Correspondent. Solid Hill or related experience is essential. Personal Correspondent works independently or with legislative staff to draft correspondence of a personal or legislative nature, tribute letters for special events, congratulatory and recommendation letters, and other special correspondence for the Senator's signature. Ideal candidate will possess exceptional writing, editing, and research skills, as well as maturity and discretion in prioritizing and completing sensitive and challenging assignments. Excellent proofreading skills are a plus. Duties also include responsibility for a limited number of legislative correspondence issues. This is an excellent opportunity for an experienced writer who has a gift for crafting quality correspondence and enjoys public service. **Submit cover letter indicating job referral number and resume via fax to (202) 224-4477, or drop off in the Placement Office.**
- 101902** **DIRECTOR OF OPERATIONS** - Senior Democratic Senator is seeking an experienced administrator. Person will report to the Chief of Staff and be responsible for the management of the administrative and personnel functions of the DC and state offices, including the preparation, oversight and implementation of the office budget, the management of all office accounts including payroll; the management of special administrative projects; handling personnel matters, such as office leave, expenditure reports and staff education and training; and ensuring that office policies and procedures are followed. Person will also supervise front office, mail operations and administrative staff. Successful candidate will be a strong administrator with solid management experience and a keen knowledge of Senate budgetary guidelines, personnel practices and ethics rules. Strong interpersonal and organizational skills needed. Person with Senate or House experience preferred. Salary commensurate with experience. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 101201** **SYSTEMS ADMINISTRATOR** - Senior Democratic Senator is seeking a Systems Administrator to manage the network in DC and the state. Responsibilities include, but are not limited to: Windows 2000/2003 administration, tech support and troubleshooting, training and assisting with applications and management of the constituent mail system. Enthusiasm for innovation and new technology a must. Knowledge of Windows, WordPerfect, Ms Outlook, HTML, HTML editors and desktop publishing a plus. Equal opportunity employer. **Fax resume to (202) 224-4477, or drop off in the Placement Office.**

- 101204** **INTERNS** - Senior Republican Senator is seeking Interns for the 2005 spring semester. Internships are unpaid. Interns will be required to assist legislative and press staff with research, while also performing general administrative tasks such as answering phones, sorting mail, running errands, conducting research, etc. Candidates must be able to multi-task in a fast-paced environment. This is an excellent opportunity for college students seeking Hill experience. Flexible schedules available. **Please fax cover letter and resume to (202) 228-3675, Attention: Intern Coordinator.**
- 100502** **LEGISLATIVE ASSISTANT** - Moderate Midwestern Democratic Senator seeks highly motivated Legislative Assistant to handle healthcare and social policy issues. Candidates should possess an in-depth public policy background in healthcare and social policy issues such as welfare for this senior-level position. Excellent interpersonal and communication skills a must. Experience with the Medicare, Medicaid and Welfare Reform programs a plus. Hill experience preferred. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 032304** **POLICE OFFICERS** - The United States Capitol Police Department is seeking qualified women and men for the position of Police Officer. The starting salary is \$43,166. After completion of all training, salary increases to \$44,678. After 30 months, salary increases to \$50,098. Benefits include: 20-year retirement, paid leave, federal life and health insurance, competitive promotion system and various speciality assignments. Applicants must pass an intense background investigation. All training, uniforms and equipment provided. **Contact the United States Capitol Police Recruiting Section at (202) 224-9819 for minimum qualifications and application procedures.**
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