



U.S. Senate Sergeant at Arms **Human Resources**

Vacancy Announcement

POSITION:

Broadcast Technician (#34)

DEPARTMENT:

Senate Recording Studio

SUMMARY:

Work involves performing a variety of technical television production work in the Senate Recording Studio. Supervision of others is not required; however, the incumbent may be assigned to provide training and orientation to new employees. The incumbent has frequent contact with Senators, senate staff, press secretaries, and others to prepare for and conduct services for Senators, their staffs, or others as assigned. Work is performed under the direction of an immediate supervisor or director.

LICENSES AND CERTIFICATIONS:

A driver's license may be required.

SALARY RANGE:

\$64,625 - \$96,936

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/261Q>

POSTING DATE:

Tuesday, February 05, 2019 to Tuesday, February 19, 2019

U.S. Senate Sergeant at Arms, Human Resources * Senate Hart Building SH-142, Washington, DC 20510 * Phone: 202-224-2889

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



BROADCAST TECHNICIAN

NATURE OF WORK

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EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Operates a variety of video, audio, lighting and other production related equipment and systems; transports equipment when necessary.
- Assists and coordinates with Senate staff the production requirements for radio programs; manages radio actuality service.
- Provides technical support to clients in the televised production of Senate proceedings, Senate Committee, and Senate recording studio in-house productions; maintains hearing logs.
- Fields telephone and walk-in requests for tape services; performs recording, playback and duplication of programs; maintains tape inventory; manages automated video tape recording and logging systems; edits and plays back daily news digest on the cable system; conducts multi-source and other post-production tasks.
- Produces and edits video productions in linear and non-linear systems.
- Troubleshoots and calibrates production equipment and performs preventative maintenance.
- Assists with writing, editing and/or maintaining procedures and manuals.
- May serve as director and/or technical director.
- Participates in Continuity of Operations (COOP) Planning, including exercises, drills and training.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors in a variety of weather conditions. Work may require frequent walking, sitting, or standing for long durations and one or more of the following: safely lifting, pushing and carrying of objects up to 50 pounds; working in confined areas; operating a computer or edit control keyboard; working around high-voltage equipment or hot lights; working on ladders, scaffolding, or stages; and bending and crawling.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in radio/television production or a related field; one to three years of experience working with radio/television equipment; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of the operational and maintenance characteristics of a variety of television equipment used to produce live or taped productions.
- Knowledge of the techniques used to produce live or taped television productions.
- Knowledge of pre- and post-production techniques.
- Knowledge of safety precautions normally associated with studio work.
- Ability to set up and operate a variety of television production equipment.
- Ability to coordinate production requirements and meet deadlines.
- Ability to establish and maintain effective working relationships with supervisor, co-workers, and the public.
- Ability to communicate effectively.
- Ability to deal with others, using tact and diplomacy.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

A driver's license may be required.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.