



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

Vacancy Announcement

POSITION:

Graphics Specialist

LOCATION/HOURS:

Capitol Hill Facility - Hours (12:30 p.m. - 9:30 p.m.)

DEPARTMENT:

Printing, Graphics & Direct Mail

REQUIREMENTS:

See attached Position Description

SALARY RANGE:

\$58,162 - \$87,242

CONTACT:

U.S. Senate Sergeant at Arms, Human Resources
Senate Hart Building SH-142
Washington, DC 20510
Phone: (202) 224-2889
Fax: (202) 228-2965
Email: resumes@saa.senate.gov

POSTING DATE:

Friday, September 21, 2018

**DEADLINE FOR
APPLICATIONS:**

Friday, October 05, 2018

All applicants must submit a U.S. Senate Sergeant at Arms Application for Employment with a cover letter and current resume to the Human Resources Department.

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.



GRAPHICS SPECIALIST

NATURE OF WORK

This is responsible support work using equipment and software applications to develop the overall layout and production design of publications, newsletters, brochures, charts, signage, displays, booklets, handouts, and other specialty items for use by Senators, Senate committees and offices. Work includes analyzing ordinary data or text supplied by a customer and transposing it into appealing presentations. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

EXAMPLES OF WORK

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

- Creates high-quality graphically-designed publications and visual aids using advanced techniques, equipment and software; typesets newsletters, letterheads, business cards, etc.
- Designs and creates charts, signs, and other presentation artwork for large format printing using various applications; manipulates customer supplied digital files to create large format print ready files as needed.
- Prepares proofs for review by Senate customers; edits proofs based on customer revisions.
- Assists customers with questions concerning job orders.
- Proofreads text and layouts; corrects errors.
- Monitors and maintains calibration of color management process.
- Maintains and troubleshoots various printers, copiers, scanners and other related equipment.
- Produces Braille materials for visually impaired persons.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of sitting, bending and safely lifting objects up to 20 pounds, and operating computer key boards.

MINIMUM QUALIFICATIONS

Work requires a Bachelors degree, and one to three years of graphic design experience; or any equivalent combination of experience and training that provides the following knowledge, abilities and skills:

- Knowledge of services provided by SAA Printing, Graphics & Direct Mail (PGDM).



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of established printing and graphics design principles and practices used in composition, typesetting and publication layouts.
- Ability to establish and maintain effective working relationships with Senate staff and resolve customer problems.
- Ability to effectively convey customer ideas in an appealing manner.
- Ability to meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and customers.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.