



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

## **Vacancy Announcement**

**POSITION:****Media Relations Coordinator #21****DEPARTMENT:**

Radio and TV Media Gallery

**SUMMARY:**

This is professional work facilitating media coverage for the Senate (and House, where applicable) in the press, periodical press, radio-TV or still photograph media. Work includes assisting the media by tracking legislative activity; providing information regarding Senate operations, procedures and pending floor actions; and distributing news releases to the media. Work also includes coordinating the logistics of media events and establishing media arrangements for press conferences, meetings, briefings, hearings, joint sessions, conferences and special sessions.

**SALARY RANGE:**

\$76,781 - \$115,169

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/7N49>

**POSTING DATE:**Friday, January 21, 2022 to **Friday, February 04, 2022**

**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.



## MEDIA RELATIONS COORDINATOR

---

### NATURE OF WORK

This is professional work facilitating media coverage for the Senate (and House, where applicable) in the press, periodical press, radio-TV or still photograph media. Work includes assisting the media by tracking legislative activity; providing information regarding Senate operations, procedures and pending floor actions; and distributing news releases to the media. Work also includes coordinating the logistics of media events and establishing media arrangements for press conferences, meetings, briefings, hearings, joint sessions, conferences and special sessions. Work is performed with considerable independence under the general supervision of a Media Gallery Deputy Director or other immediate supervisor.

---

### EXAMPLES OF WORK

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

- Briefs members of the media on key legislative initiatives and public policy; and monitors, tracks and analyzes Congressional activities to update media representatives.
- Coordinates logistics of media events including determining the number of media allowed to be present, media set-up and arrangements, and issuing press passes. Attends events as a liaison to facilitate media coverage including determining logistical arrangements such as seating, restricted access and security, and lighting, etc.
- Issues press credentials and administers work space for Congressional press corps.
- Advises gallery members on Senate (and House, where applicable) operations such as scheduling, procedure and floor strategy, committee structure and jurisdiction and parliamentary procedures.
- Reviews membership applications, processes membership dues, and maintains membership database and files.
- Maintains record of Senate (and House, where applicable) proceedings in some galleries with particular emphasis on recording votes, and logging time of votes, writing summaries and issuing briefs on significant legislation and events.
- Responds to inquiries concerning legislative and public affairs; researches legislative issues for media and Senate offices.
- May support computerized network of gallery information and/or gallery Internet Website.
- Monitors television and radio coverage of Senate committee hearings.



**OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER**  
**UNITED STATES SENATE**

---

- Works in concert with Congressional offices and the media to arrange interviews, press conferences, meetings and related media opportunities; assists in planning, organizing, coordinating and implementing media arrangements for quadrennial political conventions and inaugurations, Presidential debates, State of the Union addresses, major Congressional hearings, and related joint sessions or special events.

---

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires use of a computer. Work includes working the hours the Senate is in session, which includes evening and weekend work.

---

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in journalism, communications, public relations or a related field; and three to five years of news media experience working with legislative bodies, preferably concerning the U.S. Congress; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of current political events and Senate and parliamentary procedures.
- Ability to use a personal computer and accurately prepare and process a variety of reports, records, and documents using standard office equipment and systems such as databases, spreadsheets and word processing software.
- Ability to coordinate and facilitate the logistics of media events.
- Ability to provide accurate responses to media inquiries.
- Ability to maintain records and prepare records of events.
- Ability to communicate effectively.

---

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.



# U.S. Senate Sergeant at Arms Human Resources

## INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS (SAA) EMPLOYEES

The [United States Senate Sergeant at Arms](#) (SAA) is the largest in size of staff and budget in the Senate. It is responsible for all Senate computers and technology support services, recording and photographic services, printing and graphics services, and telecommunications services. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices of the SAA that are responsible for providing these and other services include Capitol Facilities, the Operations Division, Financial Operations, and Human Resources. The SAA also shares responsibility for the Senate Page Program, the Senate Office of Training and Development, and the Capitol Telephone Exchange.

---

This summary of Employment Policies and Benefits is not comprehensive; it highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.

### EMPLOYMENT POLICIES

All jobs at the Senate are considered “excepted service” and are accordingly not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation. All employment offers are contingent upon successful completion of the background check.

Evaluations: Employees enter service under a six-month probationary period. After six-months of employment, a performance appraisal is conducted to determine if the employee meets job requirements, or to remain in the employment of the SAA. On the first anniversary of completing probation, and annually thereafter on that anniversary date, performance appraisals are conducted.

Pay: Salary reviews occur at the same time as performance appraisals. Merit increases are not automatic; they are based on meritorious performance and subject to approval by management of the department and the SAA. If approved by the Senate, SAA employees may also receive cost-of-living adjustments (COLAs). Senate pay days are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working day before the 5th and the 20th becomes the pay day.

### HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers the full range of Federal benefits to employees:

- [Federal Employees Health Benefits \(FEHB\)](#)
- [Federal Employees Dental and Vision Program \(FEDVIP\)](#)
- [Flexible Spending Accounts \(FSA\)](#)
- [Federal Long-Term Care Insurance \(FLTCIP\)](#)
- [Federal Employees Group Life Insurance \(FGLI\)](#)

## RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System - Further Revised Annuity Employees (FERSFRAE). Employees with prior Federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For information on the TSP, visit [www.tsp.gov](http://www.tsp.gov).

## HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: Annual, Sick, Long-Term Medical leave, and ten holidays. Annual and Sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of Federal Service.

Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

### Full -Time Employee Annual Leave Accrual Rates:

- Less than 3 years of federal service – 120 hours/year, 5 hours/pay day
- 3 - 15 years of federal service – 160 hours/year, 6.67 hours/pay day
- 15+ years of federal service – 200 hours/year, 8.33 hours/pay day

Year-end balances of no more than 240 hours carry over for future use

### Full -Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs
- 96 hours/year, 4 hours/pay period

Year-end balances carry over for future use

## OTHER BENEFITS

Transportation Subsidy: The SAA offers a Transit subsidy of up to \$270.00 for employees who use mass transit, including Metro, Commuter Buses, VRE, MARC trains and Van Pools.

Parking: Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

Student Loan Repayment Program: The SAA offers Student Loan Repayment for employees of up to \$833.00 a month for Qualifying Federal Student Loans.

Training & Development: The SAA offers training and development to advance professional skills including live classes, online learning and leadership coaching.

*The SAA is an equal opportunity employer in accordance with the requirements of Senate rules, regulations, and applicable Federal Laws.*

## 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](http://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](mailto: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.