



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

Vacancy Announcement

POSITION:

Placement Technician #66

DEPARTMENT:

Placement Office

SUMMARY:

This is administrative and technical work providing support to the U.S. Senate Placement Office. Work includes managing electronic communications, digital/social media platforms, databases and websites. The incumbent is responsible for providing customer service and placement support to Member offices, committees, Senate support organizations, and the general public.

SALARY RANGE:

\$55,417 - \$83,131

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/L52Y>

POSTING DATE:

Wednesday, February 12, 2020 to **Wednesday, February 26, 2020**

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.



PLACEMENT TECHNICIAN

NATURE OF WORK

This is administrative and technical work providing support to the U.S. Senate Placement Office. Work includes managing electronic communications, digital/social media platforms, databases and websites. The incumbent is responsible for providing customer service and placement support to Member offices, committees, Senate support organizations, and the general public. Work is performed under the general supervision of the Placement Office Manager and reviewed for the quality and quantity of work produced and deadlines met.

EXAMPLES OF WORK

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

- Administers Placement Office processes; provides information and employment support to Senate Offices; provides applicants information and instructions regarding Senate employment.
- Researches and recommends computer software and hardware, and business practices to enhance the services provided by the Placement Office; serves a liaison to IT support services; troubleshoots and assists with resolving technology related issues.
- Manages high volume e-mail accounts; oversees all electronic communications from applicants including resume submissions, manages electronic communications, digital/social media platforms, databases and websites.
- Maintains applicant database for future tracking, queries and information sharing.
- Manages Senate Employment Bulletin on-line job listings; posts vacancy information on the website and social media.
- Provides front office reception services; greets visitors and answers incoming calls; monitors e-mail accounts and responds accordingly.
- Participates in Placement Office related events; provides overall support to Human Resources Department as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as a laptop, papers, etc., and may require extended periods of computer use.



MINIMUM QUALIFICATIONS

Work requires an Associate's Degree; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern human resources management practices and procedures.
- Knowledge of, or ability to learn, Senate's legal employment obligations under the Congressional Accountability Act and various employment laws.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Ability to carry out established guidelines and procedures related to human resources programs.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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.