



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

## **Vacancy Announcement**

**\*\*\*This position requires living in the Senate Page Residence\*\*\***

<b>POSITION:</b>	Proctor
<b>DEPARTMENT:</b>	Senate Page Program
<b>REQUIREMENTS:</b>	See attached Position Description
<b>SALARY RANGE:</b>	\$40,293 - \$60,435
<b>CONTACT:</b>	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: <a href="mailto:resumes@saa.senate.gov">resumes@saa.senate.gov</a>
<b>POSTING DATE:</b>	Thursday, March 30, 2017
<b>DEADLINE FOR APPLICATIONS:</b>	Thursday, April 13, 2017

**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](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.



## PROCTOR

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### NATURE OF WORK

This is highly responsible professional work supervising the activities of Senate pages in the residential component of the Senate Page Program. Work includes providing a structured living and learning environment and ensuring the safety and well-being of pages. Work is performed under the general supervision of the Page Program Director.

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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.)*

- Supervises Senate pages; counsels pages and provides conflict resolution; develops and maintains positive communications and interactions with pages; provides assistance to pages as needed.
- Provides orientation and information to pages.
- Enforces code of conduct, guidelines, and other rules and regulations; recommends and carries out appropriate disciplinary actions.
- Plans and participates in programming designed for the educational, social, recreational, and cultural enrichment of the page experience.
- Coordinates selection and inventory of provisions for page meals.
- Provides first aid treatment; maintains and dispenses over the counter and prescribed medications to pages; communicates and coordinates with healthcare providers and parents/guardians.
- Responds to health and safety emergencies in accordance with established protocols and guidelines.
- Oversees the residence hall facilities; reports building maintenance issues to proper authority; assists with general upkeep of common areas.
- Performs administrative duties such as answering phones and maintaining paper and electronic records.

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### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a residential facility and requires regular travel throughout the DC metropolitan area. Work requires occasional walking, standing, bending, and safely carrying items less than 25 pounds. Expected to work unusual and, possibly, unexpected hours.



### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in social science or a related field and one year of experience proctoring residential centers or working with adolescents, or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:

- Knowledge of Senate Page Program principles, practices, and procedures.
- Knowledge of problems, concerns, and issues faced by adolescents.
- Ability to oversee a residential program for adolescents.
- Ability to communicate effectively.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a CPR Certification.

This position may require the incumbent to reside in the Daniel Webster Senate Page Residence.

This position requires a valid Driver's License.