



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

Vacancy Announcement

POSITION:	Protective Services Operations Specialist
DEPARTMENT:	Office of Security and Emergency Preparedness / Intelligence and Protective Services
REQUIREMENTS:	See attached Position Description
SALARY RANGE:	\$78,051 - \$117,072
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, July 20, 2018
DEADLINE FOR APPLICATIONS:	Friday, August 03, 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.



PROTECTIVE SERVICES OPERATIONS SPECIALIST

NATURE OF WORK

This is responsible professional work assisting with providing intelligence, protective services, continuity of operations and security for the Office of Protective Services and Continuity (OPSAC). Work includes developing, coordinating, maintaining and monitoring policies, guidelines and procedures in such areas as intelligence analysis, threat assessment, response and recovery, and security. The incumbent responds to specific requests regarding open source research and assists in understanding threat assessments and intelligence products to ensure the safety and security of the U.S. Senate. Work is performed under the direction of an Intelligence & Threat Assessment Advisor.

EXAMPLES OF WORK

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

- Conducts open source research and prepares written summaries for briefings to Senate Offices for the travel of official Congressional Delegation, Staff Delegations, and No Delegation activities attended by Senators in domestic and international settings.
- Evaluates and summarizes finished intelligence and threat assessment products.
- Coordinates with appropriate national agencies and Force Protection entities to gain visibility of their protective security, intelligence analysis, and threat/risk assessments processes and products.
- Assists in tailoring threat/vulnerability/risk assessments to ensure the safety and security of the U.S. Senate.
- Coordinates with USCP to produce a weekly Senate threat/ investigations report.
- Maintains situational awareness of activities on or in close proximity to Capitol grounds.
- Assists the Director in developing open source research strategies, policies and action plans in response to the security needs of the Senate.

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 books, papers, files, etc., and may require extended periods of computer use.



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree and formal intelligence and/or threat assessment training from an accredited law enforcement, federal or military training facility, and three to five years of experience in conducting intelligence analysis, threat assessments or protective services within law enforcement, military or federal agency; or any equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

- Knowledge of intelligence analysis, vulnerability assessment, threat analysis and security assessment in the Legislative Branch.
- Knowledge of principles and current planning methods for continuity and recovery operations, and emergency management.
- Knowledge of analytical skills in the area of open source searches.
- Knowledge of current principles and practices of business, personnel management and organizational leadership.
- Ability to effectively evaluate and analyze threat reporting.
- Ability to develop effective working relationships with Senate staff and senior officials of various government and non-government entities.
- Ability to organize and coordinate resources to achieve organizational goals and objectives.
- Ability to work independently.
- Ability to proficiently write and produce executive summaries of threat and intelligence information.
- Ability to exercise tact and discretion with others regarding sensitive and confidential issues.
- Ability to analyze difficult and complex issues and make recommendations for action.
- Ability to conduct research and prepare analyses and reports.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance.

This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.



The incumbent may be required to travel in support of the SAA OPSAC mission on a case-by-case basis.