



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

Reposting

POSITION:	REPOSTING - Graphics Specialist - (#658)
DEPARTMENT:	Printing, Graphics and Direct Mail - Layout and Design
LOCATION/HOURS:	Capitol Hill - (Hours: 10:00 a.m. - 7:00 p.m.)
SUMMARY:	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.
SALARY RANGE:	\$59,482 - \$89,222
HOW TO APPLY:	All applicants must use the link below and follow instructions. https://sen.gov/3971
POSTING DATE:	Tuesday, September 10, 2019 to Tuesday, September 24, 2019

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.



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).



- Familiarity with 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.

Graphics Specialist Addendum

Graphics Specialist (Layout & Design)

The United States Senate Sergeant at Arms is seeking a qualified Graphics Specialist within the Layout and Design section of Printing, Graphics and Direct Mail. This position requires the use state-of the art technology and software applications to conceive and create high quality publications such as, newsletters, brochures, charts, signage, displays, booklets, handouts, web design, e-pubs, e-newsletters, interactive PDF's, fillable forms, 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 also includes utilizing state of the art imposition software such as Apogee X and Quite Imposing to arrange pages correctly for electronic and offset printing. 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. The hours of work are 10:00 a.m. - 7:00 p.m. in the Dirksen Senate Office Building.

Core responsibilities include:

Employ advanced techniques to conceive and create high-quality graphically designed publications and visual aids such as newsletters, books, brochures, booklets, posters/displays, charts, infographics, web design, e-pubs, e-newsletters, interactive PDF's, and fillable forms.

Provide guidance and advice on design, production and reproduction of visual products.

Create publications and graphics by making decisions on layout, color schemes, typography, contrast, style, balance, tone, elements and materials to be incorporated when planning and executing designs for the target audience.

Use Adobe Creative Cloud software for the purposes of authoring, illustration, image editing, print design, web design, scanning, and to integrate graphics with text to achieve electronic publishing, and enhance images.

Work closely and corroboratively with internal and external customers to define their requirements, develop concepts that support their initiatives, set expectations, develop and implement action plans, obtain feedback, and ensure that products meet their needs in a timely and responsive manner.

Use state of the art imposition software such as Apogee X and Quite Imposing to arrange pages correctly for electronic and offset printing.

Qualifications:

Highly proficient in Adobe Creative Cloud, with an emphasis in Adobe InDesign CC, Adobe Illustrator CC, Adobe Photoshop CC, Adobe Acrobat Pro DC and Dreamweaver CC

Strong proficiency in HTML5 and CSS

Pre-press and prior print production experience

Exceptional typography skills

Ability to manage multiple responsibilities and adhere to strict deadlines in a fast-paced environment

Must be able to work in a Mac environment

Experience in both print and web design

Understands color management

Basic knowledge of video editing with Adobe Premier, After Effects and iMovie

Other requirements:

A portfolio showcasing innovative concepts and creative design solutions, including several examples of successfully launched projects, which demonstrate strategic, conceptual and creative thinking.

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.