



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: **Litigation Secretary**

DEPARTMENT: **Senate Chief Counsel for Employment**

SALARY RANGE: **\$56,078 - \$86,922**

CONTACT Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

POSTING DATE: **October 10, 2012**

DEADLINE FOR APPLICATIONS: **November 9, 2012** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE: Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate 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 may be obtained by visiting www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

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 Secretary of the Senate 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 vets@sec.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 Office of the Secretary of the Senate's obligations and efforts 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.



LITIGATION SECRETARY

Department: Senate Chief Counsel for Employment Office

Reports to: Legal Administrator

NATURE OF WORK

This is administrative work, providing litigation and administrative support to in-house attorneys and/or the Legal Administrator for the Office of Senate Chief Counsel for Employment. Work includes preparing legal correspondence and documents, creating and maintaining files, and coordinating filings with attorneys. Work is bound by Federal Rules of Civil Procedures and standard office policy and procedure but requires some independent judgment in setting priorities and handling unusual assignments.

ESSENTIAL FUNCTIONS

Types, edits, proofreads and finalizes legal correspondence, court pleadings, handbooks, office policies, and other pertinent documents in assigned administrative, litigation, and senatorial matters; copies, assembles, packages and/or disseminates final product as instructed by attorney; and retrieves, copies and distributes cases, articles and publications as requested.

Maintains document log of all incoming correspondence/documents to ensure that each piece is scanned into the SCCE Worldox and/or Summation database.

Coordinates court filings with attorneys and paralegals; creates and maintains file indices, court pleading indices, contact lists and other pertinent lists for each case/matter assigned; creates and maintains client files, litigation main files, attorneys' working files, attorneys' reading/chron files and SCCE's administrative files; incorporates all attorneys' notes and research files into main files; destroys duplicate files/documents; and archives files/documents.

Provides paralegals with all litigation documents for docketing onto "Tickler" and all discovery documents for coding, Bates-stamps and coordinates client/discovery files; assists paralegals and attorneys with e-discovery responsibilities in compliance with federal law; and assists Paralegals in the preparation of witnesses, hearings, trial notebooks and exhibits.

Assists attorneys with preparation for travel to conduct seminars, attend professional education conferences, and court appearances; maintains awareness of attorneys' whereabouts and schedule; maintains attorney hours worked spreadsheet, and maintains attorney hours case spreadsheet.

Provides Staff Assistant with information to aid in the accurate updating of the various logs.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Assists Legal Administrator and/or Paralegals with special projects/assignments when requested; and provides backup administrative support in the absence of administrative personnel. Greets and/or assists SCCE clients/visitors including Members, Office Managers, Chiefs of Staff, and other visitors to the office; provides telephone coverage of assigned attorneys' lines.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items up to 25 pounds.

MINIMUM QUALIFICATIONS

Work requires an Associate's Degree in English or related field and three to five years of professional, executive support experience, or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of court/legal processes and procedures.

Skill in organizing and maintaining schedules and files.

Ability to accurately organize, file, proofread and maintain records.

Ability to appropriately handle confidential matters and information.

Ability to use office equipment, computers and relevant software packages.

Ability to deal with others using tact and diplomacy.

Ability to communicate professionally and effectively, both orally and in writing.

Ability to multi-task and prioritize work.

Ability to handle multiple phone lines.

Ability to prepare and maintain confidential records and reports.

Ability to work extended and unscheduled hours as dictated by case load and filing deadlines.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.