



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

Vacancy Bulletins are available for pick-up in
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
in the CAO Human Resources Office - Ford HOB 102.

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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of September 19, 2016

MEM-289-16

The Office of General Counsel (“OGC”), which provides legal advice and representation to Members, committees, officers, and employees of the House on matters related to their official duties without regard to political affiliation, is accepting applications for the position of **Assistant General Counsel**. Core responsibilities include: drafting pleadings and appellate briefs; appearing in court in litigation matters in which the House or individual Members, officers, or staff have an official interest; performing legal research; analyzing legal problems presented by House Members, committees, officers, and employees, and formulating recommended solutions; advising and counseling House Members, committees, officers, and employees on a wide range of legal issues; gathering facts necessary to permit OGC to provide sound legal advice; interacting with House leadership, committees, and other House offices; interacting with opposing counsel (both government and private); representing witnesses in connection with investigative proceedings; assisting in administering OGC; and working closely with other OGC attorneys and support staff in performing these functions.

QUALIFICATIONS:

Minimum Requirements: (1) excellent academic credentials; (2) at least five years' experience as a practicing attorney (including substantial experience litigating substantive motions in federal district court); (3) excellent writing, analytical, and people skills; (4) excellent judgment; (5) ability to work with, and to provide high quality legal advice and representation to, House Members, committees, officers, and employees, without regard to their political affiliation; and (6) appreciation of – or at least the desire to learn about and understand – the role and functioning of the Legislative Branch. Preferred Qualifications: (1) federal judicial clerkship; (2) federal appellate experience; (3) first chair courtroom experience or equivalent; and (4) understanding of structure and operations of the House of Representatives and the Executive Branch generally (and the Department of Justice in particular). Information about OGC is available at <http://www.ogc.house.gov>. Email cover letter, resume, and transcript to OGC.Employment@mail.house.gov

- MEM-288-16** Senior California Democrat seeks **Legislative Assistant**, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee and other issues. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to HouseFinancialServicesLA@gmail.com. No phone calls or drop-ins please.
- MEM-286-16** Democratic Member of Congress from North Carolina seeks a **Legislative Assistant** for D.C. Office. The legislative portfolio includes Education, Transportation, Science, Space, & Technology, Telecommunications, and Women's Rights. This individual is responsible for drafting legislation and amendments, tracking legislation, developing legislative initiatives, writing speeches and floor statements, staffing the Member in Committee, and representing the Member in meetings with constituents and interested parties. Applicants should have experience in education policy, excellent written and verbal communication skills, work well under pressure in a fast-paced environment, be a strong team player, and have at least two years of legislative experience on Capitol Hill. Ties to North Carolina are a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nchousejobs@gmail.com. Please be sure to put LEGISLATIVE ASSISTANT in the subject line. No Drop-Bys or Phone Calls.
- MEM-283-16** U.S. Rep. Lloyd Doggett (D-Texas) seeks an experienced **Legislative Assistant** to work on Ways and Means Committee issues. Excellent written and oral communication skills required. Hill experience and law degree with

tax experience preferred. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. No drop-ins please.

MEM-274-16

The District Office of Congresswoman Katherine M. Clark is currently accepting applicants for the position of **Constituent Service Representative (CSR)**. The CSR monitors and updates the Member and District Director on district and local issues as well as serves as a liaison to federal, district, and local agencies for the member and constituents.

This position is responsible for a wide range of outreach, relationship management, event coordination, and correspondence. We're looking for someone who has great judgment, keen political skills, is quick on their feet and ready to seize opportunities (or create them). The ideal candidate is fast but highly detail oriented, and is a strong written and oral communicator.

Essential Job Functions Required:

- Acts as the representative for the Congresswoman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congresswoman and the District Director of all happenings in his or her assigned geographic & issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Manages at least 1 casework assignment area & assesses casework for problems requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned geographic & issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Performs other duties as assigned.

This is a full time position.

Education, Skills, & Knowledge Required:

- 3-5 years relevant experience required; experience with the military & veteran's issues or SSDI preferred.
- Exceptional written & oral communication, organizational and project management skills with an overall execution orientation; track record of effectively managing complex, multi-stakeholder projects;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the

Congresswoman is involved;

- Strong political instincts, and a proactive entrepreneurial mindset;
 - Grace under pressure; ability to delegate, communicate, and act decisively as well as adapt well to changing priorities;
 - Availability & ability to work long, irregular hours including evenings and weekends;
 - A professional style that includes flexibility, evenness, and sense of humor.
- Interested applicants should submit a cover letter, resume, & 2 writing samples to: Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-271-16

The Republican Office of the Committee on House Administration seeks an energetic and self-motivated individual to fill a paid Temporary **Staff Assistant** position. Working closely with Committee staff, the Temporary Staff Assistant will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Responsibilities include assisting with answering phones, aiding in the execution of daily events and meetings, filing and scanning committee documents, helping prepare for New Member Orientation, and assisting staff with various projects. The ideal candidate would have excellent communications skills, be detail oriented, have working knowledge of graphics/video programs such as Adobe Creative Cloud, and work well as part of a team. Interested applicants should apply to CHAJobs@mail.house.gov no later than September 14, 2016.

MEM-270-16

Member of Congress from North Carolina seeks a **Legislative Assistant** for the D.C. Office. The legislative portfolio includes Education, Transportation, Science, Space, & Technology, Telecommunications, and Women's Rights. This individual is responsible for drafting legislation and amendments, tracking legislation, developing legislative initiatives, writing speeches and floor statements, staffing the Member in Committee, and representing the Member in meetings with constituents and interested parties. Applicants should have experience in education policy, excellent written and verbal communication skills, work well under pressure in a fast-paced environment, a strong team player, and have at least two years of legislative experience on Capitol Hill. Ties to North Carolina are a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nchousejobs@gmail.com. Please be sure to put LEGISLATIVE ASSISTANT in the subject line.

MEM-269-16

The Office of Congressman Joaquin Castro is announcing the following available position in his San Antonio District Office: **Staff Assistant/Caseworker**. This entry-level position will provide coverage for the front desk and include responsibilities such as: Answer and screen telephone calls and visitors; Respond to constituent requests for flags, tours and other information; Maintain office supplies and equipment; Handle

casework assignments, serving as a liaison with constituents, federal, district, and local agencies; Act as the representative for the Congressman within his or her area of responsibility; Staff Congressman at community events and meetings, as needed; Assist to train interns to handle office matters; Perform other duties as assigned. A successful candidate will have the following skills and knowledge: Ability to multi-task; Maintain a good working relationship with the Congressman, staff, and constituents; Accept performance-based criticism and direction; Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; Work a flexible schedule including long hours, nights, and weekends; Strong verbal and written communication skills, with Spanish skills preferred; Thoroughness and careful attention to detail; Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities; Ability to use in-house data system, Intranet Quorum (IQ); Ability to use and troubleshoot photocopier, facsimile machine, telephone, and other office equipment; Thorough knowledge of local, state and federal agencies and departments; 4-year degree preferred.

Please submit a cover letter with your resume and email to District Director, Toni Serna, at toni.serna@mail.house.gov. Closing date is September 9, 2016

MEM-268-16

Senior Democratic House member from CA seeks proactive, experienced **communications director** to develop and implement strategic media plan in a fast-paced and results-driven environment. Must have proven track-record, and ability to manage website and social media tools. Outstanding writing skills and strong pitching skills are required. Southern California ties are preferred but not necessary. This is not an entry level position. Qualified candidates should submit resume, cover letter to commstafferCA2016@gmail.com.

MEM-267-16

U.S. Rep. Lloyd Doggett (D-Texas) seeks a **press secretary** for his Washington office. Spanish skills and Hill experience a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. No drop-ins please.