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**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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

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

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of September 1, 2014**

**MEM-295-14**

**Legislative Correspondent-** Republican Member seeks Legislative Correspondent with strong Tennessee ties to manage all aspects of constituent correspondence. In addition, this position works with the scheduler to coordinate Member's schedule in the Washington office. Other duties include: sorting incoming letters and emails, tracking and assigning mail through constituent management software, drafting and sending timely responses. Successful candidates must demonstrate exceptional writing ability, attention to detail, and organizational skills. Hill experience, familiarity with IQ ties are a plus. Send resume and cover letter to [TNHousejob@gmail.com](mailto:TNHousejob@gmail.com)

**MEM-286-14**

**Staff Assistant:** We are seeking a highly energetic, motivated, and organized individual to join the team of a Senior Democratic member of Congress. The candidate will have strong interpersonal skills, be comfortable with managing multiple tasks and work well under pressure.

The staff assistant is responsible for preparing letters of greetings, condolence and congratulations on behalf of the Member; answering the phones; coordinating mail and casework distribution; making room reservations for

meetings. Light casework assignments will include post office problems and requests for expedited passports and as assigned by the District Director. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

The closing date for this until filled. Salary is based on skill and experience level.

Interested applicants should send a resume, cover letter, references and two writing samples to:

**[DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)** or fax to (202) 225-1129

**Absolutely no phone calls will be accepted!**