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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 October 24, 2016**

**MEM-323-16**

Committee on Ethics has an immediate opening for a **Staff Assistant**. This position requires an individual who is non-partisan and can handle highly sensitive information.

Responsibilities include: greeting visitors and answering telephones; assisting with the tracking and processing of committee correspondence; and providing administrative support in the setup of committee meetings. Applicants must have excellent organizational skills and professional telephone manner; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Applicant instructions: Interested candidates should submit a resume and cover letter by email to [Ethicsjobs@mail.house.gov](mailto:Ethicsjobs@mail.house.gov).

**MEM-322-16**

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](mailto:DoggettJobs@mail.house.gov). No drop-ins please.

**MEM-315-16** Senior Member of the Bay Area California Delegation seeks a **Staff Assistant** to assume the responsibilities of managing the front office. Daily tasks include answering telephones; organizing tours; greeting visitors; processing flag requests; assisting legislative staff; and serving as Intern Coordinator. Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, positive attitudes, and pride in their work product. Applicants with ties to the Bay Area are strongly encouraged to apply. Please e-mail cover letter and resume to [StaffAssistantCalifornia@gmail.com](mailto:StaffAssistantCalifornia@gmail.com). No phone calls, e-mails or walk-ins, please.

**MEM-300-16** The Joint Committee on Taxation is seeking an entry level IT support professional to join our Information Technology staff in a **Desktop Support role**. The Desktop Support Technician provides support to end users on a wide range of issues by identifying, researching, and resolving technical problems.

A day in the Desktop Support life may include: Responding to all inquiries for technical support same day or next business day while documenting, tracking, and monitoring all issues to ensure a timely resolution. Installing or supporting any of the following;

Desktop applications

PC & printer hardware

Mobile devices such as iPhones and iPads

Create new users and set up workstations for new staff

Maintaining the IT equipment and printer supply

Providing support and responding to issues for staff working remotely

Required Experience and Background:

Associates degree in information technology or certifications such as CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Certified IT Professional (MCITP) or the equivalent

Strong technical background with a broad range of technologies including one or more of the following;

Active Directory

Desktop Windows OS 7 – 10

Hardware Setup and Configuration (Computers, Printers, Etc.)

General networking knowledge

MS Office

Mac OS

Mobile Devices including iOS

A person of the highest character and probity

Application information:

Email resume to [it.jobs@jct.gov](mailto:it.jobs@jct.gov) by October 24, 2016.

**MEM-299-16** Connecticut Democrat seeks qualified candidates for DC **Scheduler** in team-oriented office. Responsibilities include maintaining member's daily and long term schedule in Washington, evaluating meeting requests and invitations, coordinating travel arrangements, managing member's personal correspondence, and ensuring timely preparation for the member for meetings and events. The ideal candidate for this position is detail oriented and proactive, possess strong communication skills, and can thrive in a fast paced and team oriented office. Prior scheduling experience is preferred, as are Connecticut ties and access to a car. Please submit a resume and cover letter to [CT02JOB@mail.house.gov](mailto:CT02JOB@mail.house.gov). No calls or drop-ins.

**MEM-295-16** 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](mailto:commstafferCA2016@gmail.com).