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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 July 10, 2017**

**MEM-192-17** Republican office seeks a motivated individual for the role of **Staff Assistant**. Responsibilities include greeting visitors, answering phones, scheduling and leading tours, and responding to constituent requests for general information and other inquiries. This position requires oversight in maintaining the front office and assisting with various administrative duties. The Staff Assistant must maintain a good relationship with the Member, staff, and constituents. He or she must be willing accept performance based criticism and direction while working well under pressure. As with any job on Capitol Hill, the applicant must be open to having a flexible schedule. Salary is commensurate with experience. Previous Hill experience and ties to Virginia preferred but not required. Please send cover letter, résumé, and any recommendations to [GOPapplicant@gmail.com](mailto:GOPapplicant@gmail.com). No phone calls or drop-ins please.

**MEM-191-17** Senior Democratic House Member seeks a **Scheduler/Executive Assistant** for the Washington, D.C. office. Responsibilities include managing the Congressman's D.C. schedule, tracking and responding to invitations, and maintaining accurate lists of annual meetings and long-term planning. The

Scheduler/EA is also responsible for management of the intern program and junior staff, vouchering, reimbursements and budget tracking. The position will also involve management of office equipment and purchasing. Please send cover letter and resume to [dcscheduler1@gmail.com](mailto:dcscheduler1@gmail.com). Salary commensurate with experience.

**LC-001-17**

The Office of the Legislative Counsel is a nonpartisan office of the United States House of Representatives that assists the Members and committees of the House with the drafting of legislation. The Office does not advocate the adoption or rejection of any particular proposal or policy and provides assistance on an impartial and confidential basis. The Office is an Equal Opportunity Employer. Employment with the Office is at-will.

*Major Duties*

The **Legislative Research Analyst I** in the Office of the Legislative Counsel is responsible for carrying out the following:

- Prepare comparative prints for the Office and the House using specialized software to show changes that bills make to laws and amendments make to bills, and changes between versions of the same document.
- Manage and update a database of Public Laws and compilations of Federal laws.
- Research provisions of Federal law and its amendatory history to compile the amendments made to the Federal law into the up-to-date form of the Federal law.
- Advise attorneys in the Office on technical amendatory issues arising in legislative drafts.
- Work cooperatively with teams both inside and outside of the Office in the development, improvement, and testing of specialized software used by the Office to carry out the duties of this position.
- Perform additional tasks as needed.

*Requirements*

- Bachelor's degree or equivalent combination of education and experience.
- Knowledge of, and experience with, various information and office systems, including word processing, email, spreadsheet, and database.
- Ability to work both independently and in teams.
- Ability to work with short deadlines and handle multiple, ongoing projects while providing high quality results.
- Ability to focus on the task at hand.
- Excellent written and oral communication skills, including command of English grammar, spelling, and punctuation.
- Able technically to participate in software development and improvement.
- Willingness to learn and ask questions.
- Willingness periodically to work longer than a normal workday and on weekends.
- Experience working with XML is a plus.

- Experience using legislative research tools, including Congress.gov and UScode.house.gov, is a plus.
- Knowledge of copy editing is a plus.

Applicant Instructions: Interested applicants should email a resume, cover letter, and references to [legcoun@mail.house.gov](mailto:legcoun@mail.house.gov) with Legislative Research Analyst I job opportunity in the subject line. No phone calls, please.

**MEM-188-17** U.S. Rep. Lloyd Doggett (D-Texas) seeks a **systems manager** for his Washington office. Texas contacts a plus. Excellent technical, written, and oral communication skills required. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). Use title on your email: Systems Manager Application. No drop-ins please

**MEM-180-17** Congresswoman Alma Adams seeks a **District Liaison** for her Charlotte, NC district office. Successful candidates will have familiarity with federal agencies, excellent written and oral communication skills, the ability to exercise discretion and independent judgment, and will be team-oriented. Additionally, a strong knowledge or connection to Mecklenburg County is a plus. Core responsibilities include answering casework correspondence and verbal communications with constituents, managing and navigating constituents' casework through federal agencies, attending and participating in community meetings and events, including some evenings and weekends, and assessing casework and community activities for matters warranting legislative action.

Qualified candidates should submit a cover letter and resume to [nc12scheduler@mail.house.gov](mailto:nc12scheduler@mail.house.gov).

**MEM-176-17** House Republican seeks qualified **Legislative Assistant** to oversee various issues including health care, education, oversight, and social issues, etc. The Legislative Assistant, together with legislative staff advises the Congressman on all legislative areas. This position assists in the development of policy, communications and legislative initiatives. Excellent writing and communication skills required.

#### Desirable Skills

- Thorough knowledge of legislative process and of House organization and procedures;
- Ability to perform essential job functions above;
- Ability to work cooperatively and courteously with others;
- Provides necessary organization, leadership and motivation to excel in given tasks;
- Excellent oral and written communications skills;

#### Required Certifications

2 years Hill experience required with strong knowledge of health care issues.

Please send resumes to: [employment1776@gmail.com](mailto:employment1776@gmail.com).

**MEM-175-17** South Florida Progressive Democrat seeks a **District Director** to oversee all outreach and constituent services within the district. This individual will: act as the Member's primary liaison to all government, community and constituent groups and civic leaders; monitor developments, opinions and concerns in the district and update the Member accordingly; attend civic meetings, community gatherings, and other events, representing the Member when needed; direct the work of district outreach, case managers and other district staff in support of the office's outreach plan; as well as other administrative and management duties assigned.

The ideal candidate will have excellent oral and written communications skills, demonstrate initiative, including a proven capability to generate new ideas, and the ability to multi-task effectively in a fast-paced environment.

Qualified applicants will have several years of experience in government and/or community outreach, media relations, solid ties to the district and South Florida, and a strong knowledge of local issues, geography and demographics. Interested parties should e-mail a cover letter, resume, references, to [repdwsresumes@gmail.com](mailto:repdwsresumes@gmail.com) with the subject line "District Director." No phone calls or drop-bys, please. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

**MEM-173-17** U.S. Rep. Lloyd Doggett (D-Texas) seeks a **senior legislative aide** with a minimum of three years of Hill experience. This is not an entry level position. Excellent written and oral communication skills required. Advanced degree a plus. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). Use title on your email: Senior LA Position. No drop-ins please.

**MEM-172-17** The Majority staff of the House Committee on Veterans' Affairs is seeking a health care professional with expert knowledge of health care quality and safety, care coordination, integrated health care systems, and health care administration. This position involves examining agency health care activities and composing analytical documents and policy recommendations in an extremely fast-paced environment. The ideal candidate will have developed this experience in a clinical setting (specializing in care coordination or health care informatics), with strong analytical skills and management experience. A health care-related investigatory background is preferred, but not required. Veterans with requisite experience are strongly encouraged to apply. Interested candidates should send their (1) cover letter, (2) resume, (3) references, and (4) writing sample of a clinical, analytical, or

policy nature to [VAR.Resumes@Mail.house.gov](mailto:VAR.Resumes@Mail.house.gov) with “**Health Care Investigator**” in the subject line. No walk-ins, please.

**MEM-169-17** Senior member of House Oversight & Government Reform Committee seeks a **Senior Legislative Assistant** to handle the full committee and relevant portfolio of legislative issues. Candidates must have a minimum of 2 years of experience at the Legislative or Senior Legislative Assistant level. Additionally, candidates must have a track record of drafting bills and amendments. This is not an entry-level position. Please email resume and cover letter to [mi14district@gmail.com](mailto:mi14district@gmail.com).

**MEM-168-17** Pacific Northwest Democrat seeks a **Scheduler/Executive Assistant** for his Washington, D.C. office. Responsibilities included managing and maintaining the Member’s daily and long-term calendar both in the district and in D.C., working with a variety of stakeholders to balance the Member’s time between commitments, ensure the Member is provided with briefing materials for each event and meeting, driving the member to events, and performing other duties as required. Capitol Hill and/or executive assistant experience preferred. A driver’s license is required. PNW ties are a plus.

The ideal candidate would be detail-oriented, able to juggle multiple tasks at once, have excellent interpersonal skills, be a problem solver, and understand the logistics of travel among various time zones. Position can involve long hours and availability by phone on weekends and evenings.

Interested candidates should email a cover letter and resume to [Heck.Resumes@mail.house.gov](mailto:Heck.Resumes@mail.house.gov). No drop-ins or phone calls.

**MEM-145-17** The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated **legislative assistant** focused on economics to join our Washington, DC-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. He or she will be expected to handle a diverse portfolio of policy issues, including budget and appropriations, commerce, defense, housing, social welfare, and taxation.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. He or she must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a BA or equivalent. A degree in economics or at least two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to [mi03.apply@gmail.com](mailto:mi03.apply@gmail.com). Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

This job opportunity was first posted late last year, but no interviews were conducted. Previous applicants still interested in this opportunity should resubmit their materials, as previous submissions will not be considered.