



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **VACANCY ANNOUNCEMENT**

**POSITION**

Scopist (Editor)

**DEPARTMENT**

Office of the Official Reporters of Debates

**SALARY RANGE**

\$72,673 - \$112,643

**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**

November 16, 2021

**DEADLINE FOR APPLICATIONS**

December 7, 2021 Applications will NOT be accepted after 11:59 p.m.

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

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:

[https://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf)

**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 [resumes@sec.senate.gov](mailto:resumes@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.

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**SCOPIST**

**Department:** Office of the Official Reporters of Debates

**Reports to:** Chief Reporter

**NATURE OF WORK**

This is professional clerical work providing scoping expertise to the Office of the Official Reporters of Debates (Office) for the completion of a substantially verbatim record of the oral proceedings of the Senate. Work includes editing and formatting transcripts of Senate proceedings for publication of the *Congressional Record (Record)*. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

**ESSENTIAL FUNCTIONS**

Edit electronic transcript files prepared and preliminarily edited by Official Reporters of Debates; perform additional edit of text; make grammatical and contextual changes to ensure accurate reflection of the day's Senate proceedings for the *Record*; and insert appropriate punctuation.

Assist Official Reporters with research; verify accuracy of quotations, citations, names, and dates referred to in debate; produce written transcripts for Official Reporters to review; and resolve questions or concerns with Official Reporters.

Format electronic transcript files and Senators' submitted statements according to Government Publishing Office (GPO) formatting standards; ensure document conforms to GPO guidelines and standards for printing the *Record*; and provide the Deputy Director with transcribed and formatted material for preparation of the *Record*.

May cross train with other Legislative Services' offices and other clerical positions within the Office.

Maintain current knowledge of the Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks or discomforts. Work is primarily sedentary but may require occasional walking, standing, bending, and carrying items up to 25 pounds, as well as extensive reading and use of computers, regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office,

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*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.*



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except as otherwise required by the Office of the Secretary. This position is tied to the Senate floor schedule and requires working extended and unscheduled hours as dictated by the Senate.

### MINIMUM QUALIFICATIONS

Work requires a high school diploma or GED and five to eight years of editing or scoping experience, and the following knowledge, skills, and abilities:

Basic knowledge of the Senate as an institution (knowledge of Senate procedures and organization, congressional documents/terminology, and the legislative process preferred), with a desire and willingness to learn more about the history and operation of the Senate.

Knowledge of parliamentary procedures and ability to edit proceedings accurately while ensuring material conforms to parliamentary procedures.

Knowledge of American history, civics, and current events.

Knowledge of the Senate as an institution.

Knowledge of English, including grammar, punctuation, sentence structure, spelling, and vocabulary.

Knowledge of GPO formats, styles, languages, and processes.

Skill in the operation of Computer Assisted Transcription (CAT) editing programs.

Critical thinking skills to help complete accurate transcripts in a timely manner.

Ability to use computer and relevant software/desktop publishing programs.

Ability to quickly and accurately proofread large amounts of complex material and edit for technical and grammatical errors.

Ability to format information in approved GPO style for printing of the *Record*.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to follow oral and written procedures and instructions.

Ability to work long, unscheduled, and unpredictable hours as dictated by the Senate schedule.

Ability to travel and work inside or outside of the Washington, D.C., metropolitan area, in the event of

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an emergency that requires relocation of the Senate.

**LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

None.

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