U.S. Senate
Office of the Secretary

# HUMAN RESOURCES

## Vacancy Announcement

**POSITION:** **REALTIME CAPTIONER**

**DEPARTMENT:** **Office of Captioning Services**

**OFFICE HOURS:** Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.

**SALARY RANGE:** **$85,076 - $131,869**

**CONTACT**

Human Resources
Room SH-231B Hart Building
E-mail: resumes@sec.senate.gov

**POSTING DATE:** **May 11, 2011**

**DEADLINE FOR APPLICATIONS:** **May 25 , 2011** Applications will NOT be accepted after 6:00 p.m. e-mail or hand deliver applications.

**E-mail your submission to resumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.**

**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 www.senate.gov, click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

**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 vets@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.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE**
**OFFICE OF THE SECRETARY**

**Code:**

# REALTIME CAPTIONER

**Department:** Office of Captioning Services
**Reports to:** Director, Captioning Services

## NATURE OF WORK

This is specialized, professional work captioning the realtime floor proceedings of the U.S. Senate for worldwide distribution. Work includes taking verbatim record of daily Senate oral proceedings and updating specialized dictionary's to ensure proper translation of captioned information. Work is bound by Senate Rules and office policy and procedure. Work is performed under the general direction of the Director, Office of Captioning Services.

## ESSENTIAL FUNCTIONS

Captions the verbatim realtime floor proceedings of the Senate as a public service to the hearing impaired; monitors floor proceedings from specialized control room to write what is heard on a computerized stenotype machine; writes spoken words with speaker identification; adds appropriate punctuation to aid in the clarification of statements and help viewers follow the realtime verbal communications of the proceedings; and captions and transmits information instantaneously with no review of captioned information or ability to correct or clarify information once it has been released to the public.

Researches and prepares specialized, individual phonetic dictionary used for electronically translating captioned information into English words; reviews previously captioned material for accuracy; and researches correct spelling of names, places and events for accurate dictionary update.

Ensures conflict-free captioning by continuously evaluating and updating personal dictionary; and ensures written words are correctly captioned and electronically translated.

Works closely with Senate broadcast and support staff; and assists with troubleshooting and resolving equipment malfunctions.

Responds to requests from Senate offices for copies of captioned information; and assists staff with accessing captioned material via the Secretary's website.

Develops and retains brief forms and realtime captioning techniques; and captions off-line/post-production videotapes, Senate meetings, or other official activities.

*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.*

*PB: 12* *FLSA: Non Exempt Belo*

06/25/2009

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is sedentary and requires extensive use of keyboard and closely monitoring the television, with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc. 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 Bachelor's Degree in English, graduation from a court-reporter training program and specialized closed captioning training with five to eight years of professional field experience; or an equivalent combination of education and experience that provide the following knowledge, skills and abilities:

Knowledge of the Senate organization and congressional documents/terminology.

Knowledge of American history and current events.

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

Ability to react quickly when there is no dictionary entry by forming and finger-spelling words.

Knowledge of computerized transcription systems and broadcast equipment.

Skill in the use of captioning equipment.

Ability to use computer and relevant computer software packages.

Ability to consistently write verbatim captions with a minimum 98.5% accuracy rate.

Ability to quickly adapt writing to new and unfamiliar subject matter.

Ability to make split -second decisions in a stressful and demanding work environment.

Ability to quickly and accurately identify Senators by sight and voice.

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Ability to listen, comprehend and write for continuity, sense and detail.

Ability to quickly retain and recall information while captioning in realtime.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to communicate effectively, both orally and in writing.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Registered Professional Reporter.

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