

# Wounded Warrior Fellow

LEGISLATIVE BRANCH

House of Representatives

Accepting applications

## Open & closing dates

🕒 02/18/2021 to 06/30/2021

## Pay scale & grade

HS HS3 - HS5

## Appointment type

Temporary

## Service

Excepted

## Salary

\$41,000 to \$54,000 per year

## Work schedule

Full-Time

## Locations

1 vacancy in the following location:

### Columbia, MO

1 vacancy

## Relocation expenses reimbursed

No

## Telework eligible

No

## This job is open to



[Veterans](#)

## Clarification from the agency

Clarification from the agency YOU MUST BE A VETERAN AND MEET ALL THE FOLLOWING REQUIREMENTS: Honorably discharged; Released from active duty within the last five years; Pay grades at or below E-5 or O-3; 20% or greater service connected disability rating (Purple Heart recipients are exempt from the service connected disability rating requirement). Veterans who are in receipt of a 20-year or Temporary Early Retirement (TERA) retirement are not eligible for the program. NO WAIVERS WILL BE GRANTED.

## Announcement number

req170

**Control number**

592692900

## Duties

### Summary

This position is limited to veterans desiring to serve a two-year paid Congressional Fellowship as part of the House of Representatives Wounded Warrior Fellowship Program. Selected Fellows will work directly for a Member of Congress as part of their office staff. Fellowships are located in Congressional District Offices around the country.

### Responsibilities

The Office of the Chief Administrative Officer (CAO) provides operations support services and business solutions to the community of 10,000 House Members, Officers and staff. The CAO organization comprises more than 650 technical and administrative staff working in a variety of areas, including information technology, finance, budget management, human resources, payroll, child care, food and vending, procurement, logistics and administrative counsel.

The Wounded Warrior Program was established to create employment opportunities for veterans within the House of Representatives. These two-year fellowships provide veterans with experience and exposure to broaden career opportunities. Positions are available in congressional Member District Offices nationwide.

Duties will vary depending upon the specific requirements of each Member Office. Said duties may include, but are not limited to: working as a constituent services representative helping local constituents resolve issues with federal agencies; serving as a liaison to local Veterans Service Organizations (VSO); attending local events and meetings on behalf of your Member of Congress; and performing legislative work. SPECIFIC DUTIES FOR EACH MEMBER OFFICE WILL BE DISCUSSED DURING THE INTERVIEW PROCESS.

### Travel Required

Not required - Occasional travel - This position may require occasional travel.

### Supervisory status

No

### Promotion Potential

HS5

### Job family (Series)

#### [0301 Miscellaneous Administration And Program](https://www.usajobs.gov/Search/Results?j=0301)

(<https://www.usajobs.gov/Search/Results?j=0301>).

## Requirements

### Conditions Of Employment

- ALL CANDIDATES MUST BE: 1. Honorably discharged 2. Released from active duty within the last 5 years 3. At pay grades at or below E-5/O-3 4. At 20% or greater service-connected disability (Purple Heart recipients exempt from disability requirement)

### Qualifications

Detail oriented; excellent organization skills; excellent communication skills; strong computer skills; ability to complete projects within timelines and under minimal supervision. Ability to work well under pressure and maintain a professional and courteous work disposition; ability to exercise discretion and independent judgment in handling sensitive information; ability to manage multiple tasks simultaneously. High School Diploma required. Some college level classes preferred but not required.

#### Additional information

The successful candidate should have the ability to pay attention to detail, have strong organization skills, can work independently and in a team environment, and have the ability to multitask. Effective verbal and written communication skills are necessary. Knowledge of the legislative process is not required, but is a plus. Please do not contact or submit applications to congressional offices.

### Education

## Additional information

### How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the above qualifications. Veterans who are in receipt of a 20-year or Temporary Early Retirement (TERA) retirement are not eligible for the program. NO WAIVERS WILL BE GRANTED. All evaluations will be conducted by Member Offices and will vary based upon the requirements of each Office.

### Background checks and security clearance

#### Security clearance

[Not Required](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)  
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

#### Drug test required

No

## Required Documents

Application Documents (attachments) 1) Resume (optional cover letter may be added to this attachment) 2) Last DD 214 (Member 4 issued) 3) Civil Service Preference Letter indicating 20% or greater service connected disability rating (not required if a Purple Heart recipient)

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/)  
(<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)  
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)  
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)  
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

Qualified candidates, please submit the required documents online by following the instructions in this link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/170?c=house&source=USAJobs>  
(<https://house.csod.com/ux/ats/careersite/1/home/requisition/170?c=house&source=USAJobs>)

### Agency contact information

 CAO Wounded Warrior Fellowship Program

**Phone**

[202-226-1965](tel:202-226-1965)  
(tel:202-226-1965)

[Learn more about this agency.](#)  
(#agency-modal-trigger)

**Address**

CAO  
441 2nd St  
Washington, DC 84239

**Visit our careers page**

Learn more about what it's like to work at House of Representatives, what the agency does, and about the types of careers this agency offers.

<https://house.csod.com/ux/ats/careersite/1/home?c=house/>  
(<https://house.csod.com/ux/ats/careersite/1/home?c=house/>)

**Next steps**

Candidates will receive an email notification once their application has been received and processed. Candidates will be contacted directly by member offices if selected for an interview.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)  
([https://www.eeoc.gov/federal/fed\\_employees/index.cfm](https://www.eeoc.gov/federal/fed_employees/index.cfm))

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)

or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).  
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

**Legal and regulatory guidance**

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)  
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).