

**US House of Representatives
U.S. Congressman Rubén Hinojosa, TX15
Vacancy Announcement
Receptionist/Staff Assistant
Wounded Warrior Program**

Job Title: Receptionist/ Staff Assistant

Office Location: Beeville District Office of U.S. Congressman Rubén Hinojosa

Work Location: 107 S. Saint Mary's Street, Beeville, Texas 78102

Supervisor: District Director, Judy McAda
Chief of Staff, Connie Humphrey

Date Needed: Immediately

Job Summary:

The Receptionist/Staff Assistant maintains the District front desk and performs various administrative duties. Moreover the position serves as the first contact between constituents and officials from Congressional District TX 15 with focus on nine counties in the Northern District. The Staff Assistant will facilitate operational procedures and serve be a caseworker between the federal agencies and the constituent to bring resolution to their problem or concern.

Job Duties and Responsibilities:

The receptionist/staff assistant greets constituents, answers phone, and responds to constituent request for assistance and other inquiries. This position monitors correspondence delivery, and assists the District Director with various administrative duties to complete reports using the special software for Congressional work.

- Responds to constituent request for flags, tours, visitor information to visit DC.
- Works with DC Scheduler to arrange meetings with constituents traveling to DC
- Keeps District Schedule for staff travel and meetings
- Logs in Public Opinions from constituents and faxes to DC
- Prepares Fed-Ex shipments
- Prepares monthly Mail Report and sends to DC
- Orders supplies for office
- Utilizes digital camera, organizes photos, provides photos to press secretary for Web Site
- Submits vouchers, statements and reimbursements to DC office
- Reviews invitations to member and prepares calendar for staff to attend if approved by DD
- Prepares briefing books and current information to MC/staff who travel.
- Knowledge and Proficiency of Microsoft Office Computer Applications

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.

- Completes training for software program used in casework, grants, scheduling, projects
Completes ethics training and complete forms
- Serves as liaison to federal agencies on behalf of the Member for casework correspondence as assigned with emphasis on veterans casework.
- Attends events and meetings for veterans organizations and others assigned
- Prepares reports and event folders, filing, archives

Skills and Knowledge Required:

- Strong organizational and skills for filing, reports, and archive preparation
- Computer Data Research needed for Congressional Research Inquiries
- Ability to communicate details to DD/Staff
- Ability to work cooperatively and courteously with others
- Strong writing skills
- Good Speech Presentation Skills
- Meets attendance requirements at office
- Some knowledge of Veterans Affairs

Requirements:

Associate degree required. College degree preferred but not required. Professional education through the U.S. Military is highly encouraged. Recent experience or understanding of Veterans' Affairs is encouraged.

Salary: Commensurate with experience.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.