Welcome to the Center for Excellence in Public and Government Service Monthly Newsletter!

Here, you will learn about the latest developments, programs, and initiatives from the Center for Excellence (CFE). Our mission is to expand education and provide developmental activities at Historically Black Colleges and Universities (HBCUs) to foster a network of collaboration with government and other civic engagement organizations.

S.L.I.C.E. of ADVICE

Service. Leadership. Integrity. Courage. Excellence.

September Highlights

September 30th, 2025

Falling Into Success This Semester

As you step into the next chapter of your academic journey, here are a few key reminders to carry with you:

1. Stay Organized
Keep track of assignments and deadlines with a planner or calendar.

2. Manage Your Time
Break big projects into smaller steps to **avoid last-minute stress**.

3. Use Campus Resources
Tutoring, writing labs, and career services **are there to help you** succeed.

4. Take Care of Yourself
Get enough sleep, eat well, and **make time to recharge**.

5. Get Involved
Join clubs, organizations, or campus events to meet new people and **build connections**.

- Center for Excellence Team
Center For Excellence in Public and Government Service
Atlanta University Center Consortium, Inc.

Student Spotlight

Isatou Ceesay: Journey of Advocacy

This month's featured scholar is Isatou Ceesay, an international student from the Republic of The Gambia in West Africa. Isatou is currently a junior at the University of Seattle, where she is pursuing a degree in Political Science.

Though she originally began her studies as a Biology major, Isatou soon realized her true passion lies in government service and advocating for people of all backgrounds. This calling has guided her toward leadership opportunities both on and off campus.

As a representative of her university, Isatou has served as a student ambassador in Raleigh, North Carolina. In this role, she went above and beyond helping fellow students secure housing and access free healthcare resources through the Stanford Design Project, all without compensation.

Isatou's story highlights her dedication to service, leadership, and equity, making her a remarkable scholar and role model for her peers.

Internships and more!

Discover a world of career possibilities with the **USAJOBS Federal Internship Portal**! Whether you're a student or recent graduate, this platform is your gateway to exciting federal internship opportunities across diverse fields. Explore internships that offer hands-on experience, professional growth, and the chance to make a real impact in government agencies. Visit the USAJOBS Federal Internship Portal today to connect with valuable opportunities, gain insights into the federal workforce, and kickstart your career journey.

Your future in public service begins here!

Legal Administrative Assistant

Organization
Secretary of the Senate
Department
Senate Chief Counsel for Employment

SALARY RANGE:
SEC-7: $74303-$115170

FEDERAL RELAY SERVICE:
Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

TELEWORK:
This position is not eligible for regular telework.

FLSA STATUS:
Non-Exempt

DEADLINE FOR APPLICATIONS:
Open until filled

JOB DESCRIPTION:

NATURE OF WORK
This is administrative work providing litigation and administrative support to in-house attorneys and/or the Legal Office Administrator for the Office of Senate Chief Counsel for Employment. Work includes serving as first point of contact to office visitors and callers, preparing legal correspondence and documents, creating and maintaining files, supporting attorney seminar preparation and presentation, and coordinating filings with attorneys. 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
Type, edit, proofread, and finalize legal correspondence, court pleadings, handbooks, office policies, and other pertinent documents in assigned administrative, litigation, and senatorial matters; copy, assemble, package, and/or disseminate final product as instructed by attorney; and retrieve, copy, and distribute cases, articles, and publications as requested.
Coordinate court filings with attorneys and paralegals; create and maintain file indices, court pleading indices, contact lists, and other pertinent lists for each case/matter assigned; create and maintain client files, litigation files, attorneys' working files, attorneys' reading/chron files, and SCCE's administrative files; incorporate all attorneys' notes and research files into main files; destroy documents/files consistent with the SCCE's document retention and destruction policy; and archive files/documents.
Greet and/or assist SCCE clients and other visitors to the office; provide telephone coverage of SCCE main phone line and assigned attorneys' direct phone lines.

Assist Legal Office Administrator and/or paralegals with special projects/assignments when requested; and provide backup administrative support in the absence of other administrative personnel.
Maintain document log of all incoming correspondence/documents to ensure that each piece is scanned into the appropriate document management system or litigation database.

Provide paralegals with all litigation documents for docketing onto "Tickler" and all discovery documents for coding, Bates-stamp, and coordinate client/discovery files; assist paralegals and
attorneys with e-discovery responsibilities in compliance with federal law; and assist paralegals in the preparation of witnesses, hearings, trial notebooks, and exhibits.

Assist attorneys with preparation for travel to conduct seminars, attend professional education conferences, and court appearances; maintain awareness of attorneys' whereabouts and schedule; maintain attorney hours worked spreadsheet, and maintain attorney hours case spreadsheet.

Provide information to other administrative staff to aid in the accurate updating of the various internal tracking logs.
Maintain current knowledge of the Senate Chief Counsel for Employment Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

Other administrative duties as assigned.

As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

Requirements:

Conditions of employment
- For conditions of employment and citizenship requirements, please visit the job announcement on the United States Senate Career Page at https://saa.csod.com/ux/ats/careersite/1/home?c=saa

Qualifications
PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks and

discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, and photocopier. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary and/or the Chief Counsel for Employment.

MINIMUM QUALIFICATIONS

Work requires a high school diploma; associate's degree in English or related field preferred. An equivalent combination of education and/or experience (including legal secretary experience) may be considered in lieu of the associate's degree when the experience has been directly related to the functions of the job.

Work requires three to five years of legal support experience, and the following knowledge, skills, and abilities:

Strong knowledge of Microsoft Office Suite.

Strong quantitative skills and knowledge of business English, spelling, and grammar.

Knowledge of court/legal processes and procedures, including electronic filing procedures.

Basic knowledge of the Senate as an institution, and Senate procedures and organization preferred, with a desire and willingness to learn more about the history and operation of the Senate.

- Skill in organizing and maintaining schedules and files.
- Ability to handle multiple phone lines.
- Excellent communication, interpersonal, and follow-through skills.
- Excellent time management skills and keen ability to prioritize and manage multiple responsibilities.
- Ability to accurately organize, file, proofread, and maintain records.
- Ability to handle confidential matters and information with discretion.
- Ability to use typical office equipment, computers, and relevant software programs.
- Ability to work well independently and as a part of a team.
- Ability to deal with others using tact and diplomacy.
- Ability to create and maintain confidential records and reports with a high degree of accuracy.
- Ability to work extended and unscheduled hours as dictated by caseload and filing deadlines.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

Education

See minimum qualifications above for education details and Licenses & Certifications.

Additional information

The Secretary of the Senate is an equal opportunity employer in accordance with the requirements of Senate rules, regulations, and applicable Federal Laws. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Decisions to grant reasonable accommodations will be determined on a case-by-case basis. Please email resumes@sec.senate.gov with "Applicant Accommodation" in the subject line. No moving, relocation or pre-employment travel expenses will be paid for this position, or while in application for this position.

Learn More

Stay Informed

For more information, visit our website at cfe.aucenter.edu or follow us on **social media** for the latest updates.

Thank you for subscribing to the Center for Excellence Monthly Newsletter.

Center for Excellence in Public and Government Service

We empower and equip HBCU students to transition from scholars on College Hill to transformational leaders of Capitol Hill.