

**Wounded Warrior Fellowship Program
U. S. House of Representatives**

Job Title: Constituent Services Deputy

Member: Congressman Brad Sherman, 27th Congressional District, CA

Office Location: 5000 Van Nuys Blvd., Suite 420, Sherman Oaks, CA

Supervisor: Carolina Krawiec, Director of Constituent Services

Date Needed: Immediate

Job Summary: The position is for a Constituent Services Deputy to work in the Congressional Office to facilitate and coordinate responses to a wide range of requests received from constituents. Additionally, Deputy will establish and maintain relationships with key constituencies including law enforcement, veterans' service organizations, and members of the military and their families.

Job Duties and Responsibilities:

The incumbent for this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of Congressman Brad Sherman. The Deputy will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the congressional office. The Deputy will be required to learn the laws, regulations and intricacies affecting a constituent's case as well as the procedures and structure of Congressman Sherman's office regarding casework and employee obligations, as outlined in the House of Representative's Ethics Manual. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director and other staff members such as work as a team member with staff on district projects, events, and functions such as town halls, open houses and booths at community festivals and help with clerical duties and day to day activities in the office.

Requirements: This program is limited to veterans who have served on active duty since September 11, 2001 and have a minimum disability rating of 30% from the Dept of Veterans Affairs. These are entry level positions for veterans with less than 20 years of active duty.

Salary: Commensurate with experience.

Contact: More information about the program can be obtained at www.cao.house.gov and interested veterans should submit their resumes, a copy of their DD214 and a letter from the VA indicating that they have a 30% or greater rating to housewoundedwarriors@mail.house.gov. Do not send resumes directly to the office of Congressman Sherman.