


AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources/Vacancy #12

DATE: February 8, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley  CB/DC
National President

SUBJECT: Vacancy Announcement – Administrative Assistant Grade 9, 10th District

A vacancy now exists for the position of Administrative Assistant to the Director, 10th District, G9 (NBU), effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official Station: District 10

District 10 covers: Louisiana, Mississippi, Texas, New Mexico and Panama

The attached position description outlines the duties, qualifications, and responsibilities of the position.

All interested applicants **must apply in writing only to this email:** jobs@afge.org. Attention: Administrative Assistant #12 to the Human Resources Department. Expressions of interest must be received by the close of business on February 15, 2024.

cc: National Executive Council
Finance Department

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
AFGE CAREER WEBSITE)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: District 10
Location: District 10
FSLA Classification: Exempt/Non-Exempt
Position Title: Administrative Assistant to the National Vice President for 10th District
Salary: Grade 9 (NBU)
Date of Revision/Creations:

TITLE: Administrative Assistant to the National Vice President for 10th District

I. INTRODUCTION

This position is located in the 10th District office of the American Federation of Government Employees, AFL-CIO. This position has, as its primary function, all duties performed by the Administrative Assistant to an elected officer, the National Vice President of 10th District. These duties include the general implementation of all administrative, secretarial, and technical responsibilities for the operations of the District; as well as assisting the District Manager with supervision during the absence of the National Vice President.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Supervisory:

- Coordinate schedules and participates in interviews for new employees.
- Assist with coordinating District events and meetings, including AFGE and 10th District Conferences and Conventions.
- Proofread all documents, including confidential, bi-annual performance appraisals and legal documents, to ensure that they are properly filed and disseminated.
- Along with the District Office Manager works with outside vendors as liaison in acquiring all printed materials, sale items and equipment used for the effective implementation of the department's goals and processes payment of such items.
- Update and maintain the District's file systems and archives.

B. Administrative:

Perform a variety of administrative duties for the National Vice President. Must be

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able to demonstrate a good knowledge of the National Vice President's personal projects, policies, view points, objectives, problems, issues, special interests, and official obligations. The National Vice President is frequently confronted with conflicting obligations and extensive travel. Required to work independently and under pressure to keep administrative functions flowing smoothly. For example:

1. Receives and refers telephone calls and visitors. Identifies callers and their business in an effort to shield National Vice President from routine inquiries. Courteously handles as many calls personally as possible, and refers others when possible. Delegates work to support staff as instructed.
2. Keeps National Vice President's calendar with authority to set up, shift, cancel or refuse appointments.
3. Maintains and safeguards confidential District personal records, which may include assisting with time, attendance, and leave records.
4. Assists with travel arrangements for the National Vice President which may include travel requests, itineraries, vouchers and receipts. Maintains contact with the National Vice President and reviews e-mails during temporary duty to relay messages and report significant occurrences.
5. Attends National and District Conventions and meetings, as directed, which may require travel.

C. Telephone Dictation:

Takes and transcribes telephone verbal dictation from the National Vice President into the proper format, with responsibility for correct punctuation, spelling, and grammatical construction. Preferably familiar with terminology peculiar to Federal employees.

D. Computer Skills:

Proficient in the operation of PC's word processing, desktop publishing applications, Internet, Window, Microsoft programs, Power point, and a demonstrated familiarity with other computer applications. Types memoranda, letters, reports, correspondence and other documents into final corrected copy.

E. Administrative:

1. Participates in the administration and assists with management of 10th District.

2. Attends District and National Conventions and Meetings, when directed, to assist with logistics and administrative duties. While on business travel, checks voice mail daily and forwards messages as needed.
3. Drafts routine, non-technical correspondence for National Vice President's signature.
4. Fills out National Vice President's vouchers and use signature stamp when necessary.
5. Attends meetings for and in place of the National Vice President upon request. Takes appropriate notes and information and upon return provides a briefing of the meeting and any necessary follow-up required as directed.

III. CONTROLS OVER THE POSITION

Works under the direct supervision of the National Vice President of 10th District who explains policies and objectives, assigns work, gives general instructions, evaluates performance, and makes final decisions. Work is evaluated largely in terms of smoothness and efficiency in the administrative workflow of 10th District and the relief of the National Vice President's administrative burden.

IV. QUALIFICATIONS

Applicants must have a high school education or GED. Applicants must have at least five (5) years of administrative and secretarial experience in an office conducting a variety of administrative activity. In addition, applicant must:

1. Be thoroughly familiar with office management techniques, procedures, and methods related to personnel, budgeting, work methods, mail, file records and communications.
2. Be thoroughly familiar with Window skills, Web and Internet access skills, social media, presentation software, and desktop publishing programs.
3. Have the organizational skills necessary to monitor the District's calendar of events, National Vice President's schedule, and all individual responsibilities to assure timely completing within deadlines and expectations, including the responsibility to notify the National Vice President of irreconcilable problems and alerts when deadlines are in danger of not being met.
4. Display the ability to work confidentially and independently, as well as part of a team.
5. Be able to orally communicate with union officers, members, union staff, and outside public in courteous and effective manner.

6. Assist with meeting planning and logistics of the District Meetings and Trainings upon request.
7. Pass a performance test demonstrating that typing can be performed accurately at 60 words per minute.
8. Must have an interest and loyalty to the American labor movement

EEO STATEMENT

AFGE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training..