

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

**MEMORANDUM:** Human Resources/Vacancy #31

**DATE:** September 7, 2023

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley *Everett B. Kelley CB/DC*  
National President

**SUBJECT:** Vacancy Announcement – Office Secretary, G-9, District 5

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Office Secretary, District 5, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

**Official station:** District 5 (Riverdale, GA)

All interested applicants **must apply in writing only to this email:** [jobs@afge.org](mailto:jobs@afge.org), Attention: Office Secretary #31 to the Human Resources Department. Expressions of interest must be received by the close of business on **September 14, 2023**.

**cc:** National Executive Council  
Chief Steward, OPEIU Local 2  
Finance Director

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

## POSITION DESCRIPTION

### American Federation of Government Employees (AFGE)

**Department:** District 5  
**Location:** Riverdale, GA  
**FSLA Classification:** Non-Exempt  
**Position Title:** Office Secretary  
**Date of Revision/Creations:**

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#### I. INTRODUCTION

The incumbent in this position serves as the primary point of contact for members of District 5 and acts as a secretary to AFGE District 5. The Incumbent performs a wide range of clerical duties and prepares a wide variety of different correspondence including but not limited to memoranda, travel arrangements, travel advances, timesheets, expense vouchers for temporary staff, correspondence setting forth membership rights, and documents for the signature of the National Vice President.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

1. **Receptionist:** Receives, answers, and refers telephone calls and visitors to the proper person in consideration of the nature of the call, availability of staff, and other work assignments. Independently responds to requests for routine, readily available documents, and information. Places local and long-distance calls and takes and relays messages. Transfers misrouted calls.
2. **Typing:** Types, copies, prepares, and maintains official and routine correspondences, hardcopy, and electronic files; prepares and maintains reports, spreadsheets, and SharePoint. Maintains electronic case database and calendar, and local information data hub.
3. **Mail and File and Fax:** Receives, sorts, and logs mail in and out. Notes and records suspense dates for follow-up and delivers documents to staff. Secures central files, and support material upon request. Sets up and maintains local action(s) file records, administrative complaint case files, and administrative file folders pursuant to master plans.
4. **Research:** Proofreads all documents, including bi-annual performance appraisals and legal documents, to ensure that they are properly filed and disseminated.
5. **Office Maintenance:**
  - a. As required, makes travel reservations and arrangements for the National Vice President and field staff, and prepares travel authorizations, requests, vouchers, and receipts. Arranges District and C-19 events (RSVP attendances and reimbursements).
  - b. Orders office and building supplies, has control of two petty cash boxes, ensures that the copy equipment and mailing machine are in working order, and has sufficient supplies for office staff. Assures that the postage is replenished on a regular basis, prints envelopes for district mailings, types of material for mailing,

- copies of training manuals for conferences, caucuses, etc.
- c. Receives and processes credentials for District Caucuses in addition to providing assistance to the District Caucus Credentials Committee. Orders organizing supplies from the National Office for organizing drives and district training conferences.
  - d. Collects rent checks from tenants, completes the deposit slip for the Council 19 (C-19) President and Secretary-Treasurer, makes deposits for the C-19 Secretary-Treasurer, assures that the checks have two signatures, and mail the checks to the appropriate creditors. Calls contractors for building maintenance.
  - e. Maintains files and vouchers including running account balances on the District Coordinators, maintaining monthly budget reports for each coordinator, receiving and processing travel advances for each coordinator, and preparing necessary correspondence to Finance.

6. Other duties as assigned.

### **III. WORK ENVIRONMENT**

This job operates primarily in a professional office environment. The incumbent routinely uses standard office equipment such as computers, phones, printers, photocopiers, filing cabinets, and fax machines. Incumbent will often experience frequent interruptions and inflexible deadlines. The noise level in this environment varies from quiet to loud. Duties are performed primarily indoors. Some travel is required and occasional travel for longer periods of time may be necessary.

### **IV. CONTROLS OVER WORK**

The incumbent works under the direct supervision of the District Manager to the National Vice President, and under the general supervision of the National Vice President. The District Manager to the National Vice President explains policies and objectives, assigns work, gives general directions, and evaluates performance. Work is evaluated largely in terms of how smoothly and efficiently the workflows are.

### **V. REQUIREMENTS**

Applicant must have at least three years of experience which demonstrate the skill, knowledge, and ability to serve as a clerical assistant by:

- 1) organizing and carrying out effectively a variety of clerical processes
- 2) organizing, designing, and maintaining files
- 3) making arrangements for travel, conferences, meetings, reproduction, etc.
- 4) composing routine, non-technical correspondence
- 5) receiving and referring callers

In addition, the applicant must have at least one year of qualifying experience at the next lower level or equivalent private sector experience and pass performance tests demonstrating the ability

to accurately type at least 50 words per minute. Applicants must be familiar with the operation of computer equipment, SharePoint, and have the ability to transcribe materials into final copy. Know proper application and use of Word Processing/Personal computer (PC) equipment after training.

## **VI. EEO STATEMENT**

AFGE provides equal employment opportunities (EEO) 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 company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.