


AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

TO: ALL EMPLOYEES
National Headquarters and District Offices

DATE: August 1, 2023

FROM: Everett B. Kelley
National President  CB/DC

SUBJECT: Vacancy Announcement - Confidential Legal Assistant (NVAC), G-9, (NBU),
NVAC Headquarters

A vacancy now exists for the position of Confidential Legal Assistant (NVAC), General Counsel Office, effective immediately.

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

Official Station: NVAC Headquarters, currently in Salem, VA.

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

All interested applicants **must submit their resume to:** jobs@afge.org. Attention: Confidential Legal Assistant (NVAC) #34 to the Human Resources Department. Expressions of interest must be received by the close of business on Tuesday, August 8, 2023.

cc: National Executive Council
Finance Director
Human Resources

**FOR BULLETIN BOARD POSTINGS:
NOT TO BE REMOVED
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AFGE CAREER WEBSITE)**

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	General Counsel Office
Location:	NVAC Headquarters (Salem, VA)
FSLA Classification:	Non-Exempt
Position Title:	Confidential Legal Assistant (NVAC)
Date of Revision/Creations:	July 2023

I. INTRODUCTION

This position is in AFGE's Office of General Counsel (GCO) and based at the headquarters of the AFGE National Veterans Affairs Council #53 (NVAC), currently in in Salem, Virginia. The incumbent will serve as confidential assistant to the Supervisory Attorney (NVAC) and legal assistant to other attorneys serving NVAC. NVAC represents AFGE bargaining unit employees at the Department of Veterans Affairs (VA). The position will work under the direct supervision of the Supervisory Attorney (NVAC) and under the general supervision of the General Counsel.

This is a non-bargaining unit position as the incumbent's work will include supporting the Supervisor Attorney (NVAC) and General Counsel in highly confidential personnel and internal union relations matters. These responsibilities include but are not limited to formatting and preparing letters of discipline, correspondence relating to personnel rights, and memoranda concerning union membership, as well as reviewing and approving employee timecards and leave requests in coordination with management officials.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the Supervisory Attorney (NVAC)'s primary administrative assistant, assisting with personnel matters, scheduling, and coordination with NVAC leadership.
2. Performs secretarial and administrative support functions involving legal terminology, often under stress to meet short deadlines and timelines for multiple tasks.
3. Types, copies, prepares, mails, files, and docket correspondence, reports, legal briefs, orders, pleadings, and motions.
4. Maintains a calendar of legal proceeding appearances, filing dates, and electronic reports and databases for the attorney(s). Transmits legal workload reports to NVAC officers.
5. Prepares and transmits correspondence, memoranda, and mailings related to NVAC elections, business meetings, and conventions, on behalf of the General Counsel's Office.
6. Checks grammar, proper format, general accuracy, and uniformity of material being typed. Responsible for observing federal and local court's rules and for checking citations to source materials.

7. Independently confirms and arranges conferences, hearing schedules, and meetings for attorney(s), considering the availability of other attorney(s) and parties involved and other matters pending with the attorney(s).
8. Answers telephone and email inquiries from court and administrative staff, opposing lawyers, congressional staff members, and representatives of federal agencies and executive departments.
9. As directed, works in coordination with the secretaries and administrative staff in the General Counsel's Office, requiring secretarial skills, poise, organization, and knowledge of office and Federation's legal policies and procedures. Likewise, works in coordination with NVAC administrative staff and assists with miscellaneous tasks when necessary.
10. As required, makes travel arrangements for attorney(s), prepares travel authorizations, requests, vouchers, and receipts. Coordinates approval of travel authorizations with management officials.
11. Because of the highly confidential nature of matters handled by the General Counsel's Office, including matters of internal employee or officer discipline and union relations, exercises the utmost tact and discretion to keep confidential and safeguard the security of conversations, correspondence, and records and files of the General Counsel's Office.
12. Assists General Counsel's Office staff in preparation for the triennial NVAC Convention, including, but not limited to, review of local union credentials and staffing of convention committees.

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. Long hours are periodically required. Incumbent will often experience frequent interruptions and inflexible deadlines. Duties are performed primarily indoors. Some travel is required and occasionally travel for longer periods of time may be necessary.

IV. CONTROLS OVER WORK

The incumbent works under the direct supervision and direction of the Supervisory Attorney (NVAC) and under the general supervision of the General Counsel. The Supervisory Attorney (NVAC) explains policies and objectives, assigns work, gives general directions, and evaluates performance. Within these constraints and conditions, the incumbent works independently keeping the supervisor informed of progress, need for help, and irreconcilable problems. Work is evaluated largely in terms of results achieved and how effectively and smoothly assignments are completed.

V. REQUIREMENTS

1. Possess ability to type at a minimum of 60 words per minute (accurately) and to use word processing system. Knowledge and experience of relevant software applications to include but not limited to spreadsheets, word processing and other Microsoft Office applications, and database management programs.
2. Possess ability to learn procedures and processes in connection with handling correspondence and reports required of the department.
3. Possess a thorough knowledge of the correct usage of English and be a good speller.
4. Possess the ability to meet and deal with the public, AFGÉ officials, government officials, and coworkers by telephone, and in person, in a helpful and courteous manner.
5. Applicant must have at least one (1) year of office experience (preferably legal experience) in a position of similar type, requiring the standards of performance listed in (1) and (2) above.
6. Applicant must be a high school graduate or equivalent and preferably has some college or secretarial school training.
7. Applicant must demonstrate ability to use web-based applications.
8. Applicant must perform other related duties, as assigned.

VI. PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to communicate with others. This position requires the ability to occasionally lift office products, files, and supplies, up to 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Incumbent will perform the bulk of their duties in an office environment at a desk with a computer. Incumbent must be able to work in a stationary position for extended periods of time. Incumbent must be able to pick up and deliver documents between individuals, offices, and on occasion other buildings.

Incumbent frequently communicates information with members, union officers, arbitrators, judges, clerks, and attorneys inquiring about the status of the case by talking and listening on a telephone and/or telephone conference call. Must be able to understand questions posed by these individuals, remain patient, pleasant, and exchange accurate information with them.

Sufficient ability to read a computer screen for long periods of time while closely observing the details of complex and lengthy digital documents is required. Operates a computer and a printer almost constantly. Overnight travel, sometimes for extended periods of time, may be expected.

VII. 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. 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.