

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

**MEMORANDUM:** Human Resources/Vacancy #45

**DATE:** November 22, 2021

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

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

**SUBJECT:** Vacancy Announcement – Confidential Assistant to the Director, FSED, G-9/10,  
Field Services & Education Department.

A vacancy now exists for the position of Confidential Assistant to the Director, FSED, G-9/10, Field Services & Education Department, effective immediately.

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

**Official station:** National Office

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

All interested applicants **must submit resume to:** [jobs@afge.org](mailto:jobs@afge.org). Attention: Vacancy Announcement #45 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Wednesday, December 1, 2021.

cc: National Executive Council

**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:** Field Services & Education  
**Location:** National  
**FLSA Classification:** Exempt  
**Position Title:** Confidential Assistant to the Director  
**Date of Revision/Creations:**

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### **I. INTRODUCTION**

This position is located in the Washington, D.C. National Office, Field Services & Education Department (FSED). This position has as its primary function all duties performed by a personal and confidential secretary to a Department Director, including the general implementation of all administrative, secretarial and technical responsibilities of the operations of the Department. The FSED is the department focused on promoting organizational change. Its role goes beyond education and traditional servicing and attempts to link various portions of AFGE's field operations in order to strengthen and retool local unions and Councils. As such it seeks to promote a culture of ***permanent campaign mode*** and ***union transformation***. The FSED operates by performing the following basic functions: (1) providing technical guidance, training, information, and assistance; (2) developing policy options for the union; (3) conducting national-level liaison with government agencies; (4) making full use of electronic media to communicate with all levels and groups within the Federation, (5) assisting locals and councils in the development of campaigns around issues that affect the membership, (6) integrating member education into the process of organizing and representation.

The department performs these functions in a wide array of program areas such as: labor-management relations and human resource management, and in a wide variety of delivery methodologies, such as casework, support to assigned bargaining councils, training institutes and conferences, position papers, and email and internet media.

Although all functions are subject to assignment at any time, the work variability is high, with cyclical shifts among emphases. Travel is sometimes required.

FSED's services are provided in support of the National Officers, the National Executive Council, District Offices, other Departments, Bargaining Councils, and Locals. The office works collaboratively, and depends on teamwork, mutual support, and creative thinking.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

This position represents the highest level of secretarial and administrative support. As such, the incumbent is expected to perform a wide range of duties assisting the Director and Department. Performs a variety of confidential support services for the Director demonstrating a knowledge of the Director's obligations, projects, policies, and scheduling requirements. Such duties include, but shall not be limited to:

- Provide confidential support services to the Director regarding AFGE personnel matters and labor relations matters. Prepare, maintain, and safeguard information and files regarding both negotiations and administration of labor management agreements in which AFGE is the employer party.
- Because of the highly confidential nature of matters handled by the Director, including matters of internal employee discipline and union relations, exercises the utmost tact and discretion and keeps confidential and safeguards the security of conversations, correspondence, records and files of the Director.
- Maintain and safeguard confidential departmental personnel records; including time and leave records. May include serving as Departmental timekeeper with responsibility for accurately recording time worked and absences, as well as securing necessary leave forms. May also include maintaining annual vacation schedule and serving as point of contact for questions regarding availability and balance of leave (annual, sick and compensatory time).
- Keep Director's calendar with authority to set, shift, cancel or defer appointments.
- Make travel arrangements for the Director and prepare associated travel requests, itineraries, vouchers and receipts. Maintain contact for the Director during travel and relay messages, forms and correspondence, and report significant occurrences.
- Monitoring and assist with expenses and travel of the Department staff, Council or DEFCON travelers, with and on behalf of the Director.
- Type memoranda, letters, reports, briefs, correspondence and other documents into final, corrected copy without need for further proofing. Checks for grammatical consistency, proper format, spelling, and uniformity of materials produced by and on behalf of the Director. Create and print specialized reports containing information that has been recorded in database files, and performs record keeping duties.
- Independently arranges, coordinate, and attend meetings as needed, which may or may not require travel.
- Receive, sort, and log mail, preparing responses for routine requests.

- Assemble correspondence, enclose appropriate material, make distributions and maintains files or designates disposition thereof.
- Participate in and administration and management of planning of trainings, conferences, and meetings. Work will include but not be limited to managing registration, pre-registration duties, preparation of necessary materials, support activities, conference functions, promotion, reservations and billing responsibilities, and packing and shipping of necessary event materials.
- Perform miscellaneous secretarial and administrative duties, as required.
- The position will require the incumbent to independently confront new issues and problems and to creatively apply knowledge, analysis, and problem solving abilities. Exceptional oral, written, and interpersonal skills are required.
- Travel is required, and extended work hours are required on occasion.

### **III. WORK ENVIRONMENT**

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones. Long hours are periodically required. Travel is required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

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

The incumbent works under the direct supervision of the director, who explains policies, objectives, assigns work, gives general directions, evaluates performance and makes final decisions. Work is evaluated largely in terms of accuracy on how smoothly and efficiently the work flows. Absolute confidentiality of information is required. Must be independently familiar with and ensure effective use of administrative, office service, clerical procedures, and policy positions of the union.

### **V. QUALIFICATION REQUIREMENTS**

1. Applicants must have completed a Bachelor's Degree.
2. Possess two (2) years of secretarial or comparable experience.
3. Possess a strong knowledge of correct usage of English, excellent proofreading and spelling skills.
4. Must have strong verbal and inter-personal skills with an ability to meet and deal with the public, Federation officials, government officials and coworkers, whether in person or over the telephone, in a helpful and courteous manner.

5. Be thoroughly familiar with office management techniques, procedures, and methods related to personnel, budgeting, work methods, mail, record maintenance, travel and expense processes and clerical procedures.
6. Must be an effective team-oriented person who can work cooperatively in a diverse, political organization.
7. Exceptional communication and writing skills required.
8. Possess the knowledge and have demonstrated the efficient use of necessary software applications, including Microsoft Word, Excel, and PowerPoint
9. Knowledge of event planning preferred.
10. Highly motivated, self-starter who can perform at a high level in a high-energy environment.
11. Must be legally employable.
12. Applicant must have an interest in and loyalty to the labor union movement.

## **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.