

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

MEMORANDUM: Human Resources/Vacancy #7

Date: April 13, 2022

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement - Legal Assistant, G-9, (OPEIU)

A vacancy now exists for the position of Legal Assistant, District 5 Office 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 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, Attention: Vacancy Announcement #7 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Thursday April 21, 2022.

cc: National Executive Council
Chief Steward, OPEIU
Finance Director

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

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

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|------------------------------------|-----------------|
| Department: | District 5 |
| Location: | Riverdale, GA |
| FSLA Classification: | Non-Exempt |
| Position Title: | Legal Assistant |
| Date of Revision/Creations: | March 4, 2022 |

I. INTRODUCTION:

Incumbent in this position serves as confidential assistant and secretary to the National Vice President, the District Manager, Program Manager, Legal Rights Attorneys, and National Representatives. The Incumbent prepares a wide variety of different correspondence including but not limited to memoranda, legal pleadings, briefs, travel arrangements, travel advances, time sheets and expense vouchers for temporary staff, correspondence setting forth membership rights, and court documents for the signature of the National Vice President.

II. MAJOR DUTIES AND RESPONSIBILITIES:

1. Performs secretarial and administrative support functions involving legal terminology and concepts from the attorney(s), often under stress to meet short deadlines or timelines for multiple tasks.
2. Types, copies, prepares exhibits, mails, files, and docket correspondence, reports, legal briefs, orders, pleadings, motions internal and external evidentiary proceedings, which are required to be in special form for service and signature, maintains a calendar of legal proceeding appearances and filing dates, and tickler files for the attorney(s).
3. Checks grammar, proper format, general accuracy, and uniformity of material being typed. Is responsible for observing federal and local court's rules and the Harvard system of uniform legal citations, and for checking citations to source materials including law reporters, advance sheets, Shepard's citations, legal encyclopedias, statutes, United States Code, and other legal reference materials.
4. 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).
5. Receives calls and answers telephone and email inquiries in the absence of the attorney from the court and administrative clerks, opposing lawyers, congressional staff members, representatives of federal agencies and executive departments, and whenever possible disposes of the inquiry, using independent judgment; otherwise, matters are referred to the attorney. This requires a deep knowledge of legal procedures and wide experience in legal activities of the General Counsel's Office.

6. As necessary, substitutes for the secretaries of other attorneys and the General Counsel, requiring secretarial skills, poise and knowledge of office and Federation's legal policies, procedures, and organization.
7. As required, makes travel arrangements for the National Vice President and field staff, prepares travel authorizations, requests, vouchers, and receipts.
8. Orders office supplies, building supplies, has control of two petty cash boxes, ensures that the copy equipment and mailing machine are in working order and have sufficient supplies for office staff. Assures that the postage is replenished on a regular basis, print envelopes for district mailings, types of material for mailing, Copies training manuals for conferences, caucuses, etc. Orders organizing supplies from the National Office for organizing drives and district training conferences.
9. Collects the rent checks from tenants, does 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 for building creditors. Calls contractors for building maintenance.
10. Performs miscellaneous secretarial and para-legal duties, as required, including the processing and distribution of incoming mail and phone inquiries within the District Office.

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 occasionally travel for longer periods of time may be necessary.

IV. CONTROLS OVER WORK:

The incumbent works under the direct supervision of the District Manager/Assistant to the National Vice President, and under the general supervision of the National Vice President. The District Manager/Assistant 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.

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.

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.