


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

MEMORANDUM: Human Resources/ Vacancy #31

DATE: November 3, 2022

TO: ALL EMPLOYEES
National Headquarters and District Offices

FROM: Everett B. Kelley 
National President

SUBJECT: Vacancy Announcement- Staff Counsel (TSA Council 100)
G-11A/12A/13A/14A (Bargaining Unit Position)

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Staff Counsel (TSA Council 100) Office of General Counsel, effective immediately.

Official Station: AFGE Headquarters, Washington, DC (travel required)

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

All interested applicants must submit resume to: jobs@afge.org. Attention: Staff Counsel (TSA Council 100) #31 to the Human Resources Department. Expressions of interest from (internal candidates) must be received by the close of business on Thursday, November 10, 2022.

cc: National Executive Council
Finance Director
Chief Steward, OPEIU

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: General Counsel's Office
Location: AFGE Headquarters, Washington, DC (travel required)
FLSA Classification: Exempt
Position Title: Staff Counsel (TSA Council 100)
Date of Revision/Creations:

I. INTRODUCTION

The American Federation of Government Employees (AFGE), General Counsel's Office (GCO) provides a broad range of legal assistance to AFGE, including its officers and employees, and affiliates. The position is stationed in AFGE Headquarters in Washington, DC.

GCO provides legal assistance to all affiliates of AFGE with regard to legal questions, unit determinations, election protests, standards of conduct rules and regulations of the Assistant Secretary of Labor, unfair labor practice proceedings, AFL-CIO Articles XX and XXI proceedings, negotiability appeals, federal sector arbitration, arbitration awards appeals, requests for policy guidance from the Federal Labor Relations Authority, agency rules and regulations implementing the Civil Service Reform Act (CSRA), rules and regulations of the Merit Systems Protection Board, rules and regulations of the Office of Special Counsel, proposed legislation on labor-management relations and federal personnel matters, the review and analysis of proposed agency regulations, court litigation, litigation pursuant to the standards of conduct under the CSRA and Labor Management Reporting and Disclosure Act of 1959, internal AFGE disputes, trusteeship proceedings, issues concerning the AFGE Constitution, and all other advice and guidance that is necessary concerning the CSRA, all regulations implementing that Act, and all other legal matters pertaining to AFGE's operations.

GCO represents AFGE and its members in state courts, U.S. District Courts, U.S. Courts of Appeals, U.S. Claims Court, and U.S. Supreme Court, as well as in administrative litigation and arbitration at all levels.

The Staff Counsel (TSA), in conjunction with the General Counsel and the Deputy General Counsel, is responsible for providing a broad range of legal advice and representation, while engaged in a broad spectrum of legal work on behalf of Council 100 performed by GCO under the unique processes and procedures, agency rules and determinations governing TSA employees. Significant travel may be required to attend hearings, meetings, conferences and other events. The General Counsel sets overall objectives and policies, specifies resources and provides administrative and litigation direction.

II. MAJOR DUTIES AND RESPONSIBILITIES

At the G-11 through G-13 levels, the incumbent performs legal research, litigates before arbitrators and in judicial and administrative proceedings, and advises COUNCIL 100 or AFGE officials regarding the interpretation and application of the laws, regulations, constitutions, and other legal matters referenced in Section I. above, under a level of supervision from the General Counsel and Deputy General Counsel appropriate to the incumbent's experience and grade level. The incumbent also acts as a spokesperson for AFGE and its affiliates in meetings with agency officials, administrative judges, state and federal judges, Congressional staffs, and officials of AFGE affiliates and other unions.

Incumbents at all grade levels represent AFGE/COUNCIL 100 in direct negotiations and conferences with senior government officials, including TSA lawyers and agency Chief Counsel, National union offices, retained co-counsel who may be from any state or federal jurisdiction, members of the United States Attorney's staff, opposing counsel and court and agency personnel.

Performance of assigned duties requires experience in oral and written argument, briefing techniques and knowledge of federal sector labor law precedents, as well as a thorough knowledge of AFGE/COUNCIL 100 policies, structure and procedures, and union objectives.

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 reports to the Deputy General Counsel who directly supervises the legal work of the incumbent. The incumbent will take direction from the Council 100 officers with respect to priorities, scheduling, training and other non-legal matters.

V. OTHER SIGNIFICANT FACTS:

As the incumbent moves from Grade 11 through Grade 13 assignments and cases generally will require him/her to successfully handle progressively more difficult and complex issues and challenges. In order to obtain Grade 14, the practicing attorney must have representational court experience to demonstrate the capability to handle complex judicial litigation independently, with minimal supervisions. Qualifications for this position are:

At the G-11 Level:

- B.A. or B.S. degree and LL.B. or J.D. degree;
- Admitted to practice in one of the jurisdictions of the United States;
- Admitted to practice or eligible to be admitted to practice in the bar of the U.S. District Court for the District of Columbia;
- Possess the ability to meet and deal appropriately with clients, government officials at the departmental level, staff for members of Congress, AFGE or COUNCIL 100 managers and staff, members of AFGE's National Executive Council, AFGE affiliates' officials, and officials of other unions;
- Knowledge of arbitration and litigation as well as written and oral advocacy skills.

At the G-12 Level:

- A minimum of 1 years' experience as an attorney litigating extensively at the administrative and judicial levels;
- A minimum of 1 years' experience in labor law and 1 years' experience in federal personnel law;
- A minimum of 1 year at the G 11 or equivalent level;
- Experience in arbitration as well as written and oral advocacy.

At the G-13 Level:

- A minimum of 3 years' experience as an attorney litigating extensively at the administrative and judicial levels;
- A minimum of 3 years' experience in labor law and 2 years' experience in federal personnel law;
- A minimum of 2 years at the G 12 or equivalent level;
- Demonstrated success in arbitration as well as written and oral advocacy.

At the G-14 Level:

- A minimum of 5 years' experience as an attorney litigating extensively at the administrative and judicial levels;
- A minimum of 5 years' experience in labor law and 2 years' experience in federal personnel law;
- A minimum of 1 year at the G 13 or equivalent level;
- Demonstrated success in arbitration as well as written and oral advocacy;
- Representational court experience demonstrating the capability to handle complex judicial litigation independently, with minimal supervision.

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. 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.