

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

MEMORANDUM: Human Resources/Vacancy #5

DATE: February 17, 2023

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement - Confidential Legal Secretary, G-9, (NBU),
National Headquarters

A vacancy now exists for the position of Confidential Legal Secretary, 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: 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, Attention: Vacancy Announcement #5 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Friday, February 24, 2023.

cc: National Executive Council
Finance Director
Human Resources

**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)

Department: General Counsel Office
Location: National Office – Washington, DC
FSLA Classification: Non-Exempt
Position Title: Confidential Legal Secretary
Date of Revision/Creations:

I. INTRODUCTION:

Incumbent in this position serves as confidential assistant and secretary to multiple attorneys who prepare internal charges and election protests, correspondence setting forth membership rights, legal opinions, memoranda, analysis of legislation, legal pleadings, and court documents for the signature of the General Counsel and the National Officers of the Federation.

This is a non-bargaining unit position as the incumbent will support and assist one or more attorneys in matters of internal employee discipline and union relations, to include but not limited to formatting and preparing letters of discipline, letters relating to personnel rights, union information requests, drafting of proposals for collective bargaining agreements, internal grievances, and complaints and/or lawsuits brought by employees against the AFGE.

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 callers 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 attorney(s), prepares travel authorizations, requests, vouchers, and receipts.
8. 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.
9. Performs miscellaneous secretarial and para-legal duties, as required, including the processing and distribution of incoming mail and phone inquiries within the General Counsel's Office. Helps cover GCO's incoming phone calls.

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. 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 Deputy General Counsel, and under the general supervision of the General Counsel. The Deputy General Counsel 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.
4. Possess the ability to meet and deal with the public, AFGE 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 and preferably have some college or secretarial school training.
7. Applicant must demonstrate ability to use web-based applications such as time and attendance, membership database, and Intranet.
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 his or her 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 computer printer almost constantly.

Travel is primarily local during the business day, although some out-of-the-area and overnight travel 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.