

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

Affiliated with AFL-CIO

80 F St NW, Washington, DC 20001-1583

MEMORANDUM: HR/Vacancy # 56

Date: October 22, 2024

TO: ALL EMPLOYEES
National Headquarters and District Offices

THRU: Eric Bunn
National Secretary-Treasurer

FROM: Everett B. Kelley
National President

SUBJECT: Vacancy Announcement – AFGE Legal Fellowship

The Office of General Counsel is pleased to announce the availability of a one-year term position for a Legal Fellow to be paid by the AFGE Legal Representation Fund and AFGE Legal Defense Fund.

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 #56 to Human Resources. Expressions of interest from (internal candidates) must be received by the close of business on Wednesday, October 30.

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
THE HUMAN RESOURCES DEPARTMENT, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees

Location: Headquarters (Washington, D.C)
FLSA Classification: Non - Exempt
Position Title: Legal Fellow, AFGE Legal Fellowship Program, One-Year Term Position

Date of Revision/Creations:

I. INTRODUCTION

From time to time the AFGE Office of General Counsel will offer a fully-paid Fellowship for full-time employment of a recent law school graduate with a JD to work in the AFGE General Counsel's Office (GCO). This program allows the Fellow to obtain a broad range of public sector labor and employment law experience while representing AFGE in hearings, appeals, and written arguments on behalf of workers facing discipline, removal or other adverse personnel actions, contract disputes, and other arbitrations, administrative proceedings in other forums.

II. ELIGIBILITY / QUALIFICATIONS

To be eligible for the AFGE Legal Fellowship Program, an applicant must have graduated from an accredited law school no more than nine months prior to the start of the fellowship. Applicants must also be admitted to the bar in at least one jurisdiction or scheduled to take the bar within three months of the start of the fellowship.

III. APPLICATION REQUIREMENTS

The application package must include a resume and a cover letter indicating the experience and career goals of the applicant. The applicant must demonstrate familiarity and interest in the field of labor and employment law and, in particular, a commitment to the aims and goals of the Labor Movement, the rights of working people, and policies that support working families.

IV. STIPEND

The total stipend payment for the AFGE Legal Fellowship Program is \$35 per hour. This position does not provide benefits, such as health insurance. It is expected that the Fellow will work approximately 35-40 hours per week.

V. WORK LOCATION

The Fellow will be stationed in GCO offices at AFGE Headquarters, 80 F Street NW, Washington, DC 20001. The position may require occasional travel.

VI. ROLES AND EXPECTATIONS

The mission of the Fellowship is to educate and train recent law graduates and jump-start their career in labor and employment law, with a full appreciation of the role of organized labor in the struggle for workers' rights. The Fellow will be assigned work that provides that education and experience while delivering quality representation to AFGE, its affiliates, and members. Toward that end, the Fellow's duties will include:

- work on pleadings and litigation documents;
- research and writing cases analyses, briefs, and positions statements;
- provide research and writing support for attorneys on legal rights cases;
- attend and participate in administrative legal proceedings including agency hearings and arbitrations;
- contact workers to do case intake, witness prep., research and information gathering;
- interact with opposing counsel; and,
- participate in public events and union-sponsored meetings that promote worker's rights.

The Fellow will work closely with experienced labor lawyers and is expected to work toward mastering a wide range of employment/labor law and litigation principles and practices.

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.