

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

MEMORANDUM: Human Resources/ Vacancy #9

DATE: July 7, 2026

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – Associate General Counsel, General
Counsel's Office - NBU- G-12A/13A/14A

A vacancy exists for the position of Associate General Counsel in the General Counsel's Office, effective immediately.

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

Official Station: National Headquarters

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

All interested applicants **must submit resumes to:** jobs@afge.org, Attention: Vacancy Announcement #9 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on July 15, 2026

cc: National Executive
Council Director
Finance

**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 (AFGE)

Department:	General Counsel Office
Location:	National
FSLA Classification:	Exempt
Position Title:	Associate General Counsel

I. INTRODUCTION

This position is located in the Office of the General Counsel. The work of the General Counsel's Office (GCO) involves the areas of administrative and court litigation, general legal counsel and advice, legal and legislative analysis and interpretation, legal negotiations, legal drafting, and the provision of general legal services. The subject matter includes labor-management relations, civil service and personnel administration, pay and fringe benefits administration, internal labor union affairs, business and commercial matters, aspects of criminal law, and general legal practice. The GCO provides legal counsel and service, as appropriate, to the officers, staff, members, and organizational components of the union.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent plays a key role in AFGE's legal operations by providing advice on, and serving as co-counsel in, litigation involving claims against the union, including matters involving sensitive personnel and internal issues. They also assist the General Counsel and Deputy General Counsel in labor and employment matters involving AFGE staff, offering strategic legal guidance on workplace issues, internal policies, and risk management. These responsibilities require deep familiarity with both the legal framework governing unions and the unique operational needs of AFGE.

In addition, the incumbent manages a broad range of governance, disciplinary, and constitutional matters. They investigate, analyze, and prepare decisions in internal disciplinary appeals, guide committees of investigation and trial committees, and present the Federation's case in hearings. They prepare constitutional and policy resolutions for the National Executive Council and National Convention, track convention actions, assist with national officer elections, and revise AFGE manuals and governing documents in line with convention amendments. The role also includes reviewing and updating District Caucus Rules, assisting with caucus delegate elections, and preparing and conducting new or rerun caucus elections when required.

The incumbent also oversees election and governance compliance matters under federal regulations, the AFGE National Constitution, and affiliate governing documents. They conduct and assist in affiliate and caucus elections, maintain and update AFGE's Election Manual, and provide guidance to affiliates on election procedures. They review and revise local and council constitutions and bylaws for compliance, maintain constitution records, and assist in training local officers, district officials, and election committees. They also handle trusteeship requests, coordinate hearings, and maintain AFGE's Trusteeship Hearing Manual and related guides, serving as a resource to both Federation staff and affiliates.

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 is under the general supervision of the General Counsel. The General Counsel assigns responsibilities, outlines applicable policies and objectives, may give general instructions, reviews and approves finished work, and makes final decisions. The incumbent is expected to be fully competent on the basis of education, experience, knowledge, and skills, to accomplish these assignments with maximum initiative, resourcefulness, and good judgment, and with minimum supervision.

V. REQUIREMENTS

1. Applicants must have experience of appropriate work in a legal office and in law office procedures.
2. Applicants must have the specific education, experience, knowledge, and skills necessary to carry out, with a minimum of supervision, the assignments described in this position description, including a law degree and a Bachelor of Arts/Science degree and admission to the Bar. Preference will be given to applicants who also have experience in law office practice, particularly if the experience includes familiarity with the LMRDA and unions.
3. Must have an interest in and loyalty to the Labor Movement.
4. B.A. or B.S. degree and LL.B. or J.D. degree.
5. Admitted or eligible for admission to practice law in the District of Columbia.

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.

VII. COMPENSATION

The salary range for this position is G-12A/13A/14A (\$112,118.63 to \$200,208.88). AFGE also offers comprehensive benefits as part of the total compensation package which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts and financial education.