

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

MEMORANDUM: Human Resources/Vacancy #7

Date: June 29, 2026

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – 6-Month Term Secretary - GS 8 (OPEIU)
Women & Fair Practices Department

A vacancy now exists for the position of 6-Month Term Secretary - GS 8 (OPEIU) Women & Fair Practices department, effective immediately. Selection to fill this Vacancy will be made according to the National Executive Council's policy on hiring. The attached position description sets forth the duties, qualifications, and responsibilities of the position.

Official Station: National Headquarters

All interested applicants must submit their 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, July 9, 2026.

cc: National Executive Council
Chief Steward, OPEIU
Finance

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Women and Fair Practices Department
Location:	National Office
FSLA Classification:	Non-Exempt
Position Title:	6-Month Term Secretary
Salary:	Grade 8

CLASSIFICATION: Secretary (Typing) - G8

I. INTRODUCTION:

This department functions to promote and secure EEO and Affirmative Action in the Federal and DC governments and the Federation, eliminate employment discrimination for any reason such as race, color, age, sex, religion, national origin, disability, or political affiliation; and to assure necessary training, administrative compliance, and representation. The department employs EEO Attorneys, Program Staff, a Legal Assistant, and one Secretary (Typing). This position incumbent serves as a Secretary (Typing) and performs primary clerical and typing support services to the Women's and Fair Practices Department Staff, and 24 District Coordinators that make up the Human Rights Committee.

II. DUTIES AND RESPONSIBILITIES:

This position provides a variety of clerical support services to the staff. For example:

1. **Receptionist:** Receives, answers, and refers telephone calls and visitors to the proper person in consideration of the nature of the call, availability of staff, and other work assignments. Independently responds to requests for routine, readily available documents and information. Places local and long-distance calls, takes and relays messages. Transfers misrouted calls.
2. **Calendar Appointments:** Keeps a calendar for staff and reminds them of appointments.
3. **Typing:** Drafts routine correspondence. Provides a full range of typing for the EEO processes. Types motions, briefs, petitions, interrogatories, orders advance requests, training materials, letters, memoranda, travel requests, travel vouchers, charts, labels, reports, and other materials from rough drafts with responsibility for arrangement, proper format, punctuation, spelling, grammar, etc. Must be familiar with procedures and take depositions and affidavits. Terminology is particular to EEO, personnel administration, labor relations, and complaint processes.
4. **Research:** Researches and obtains cited data needed for incorporation by EEO Attorneys into technical papers or case decisions to be developed. On request prepares summaries of data obtained.

5. Mail and File: Receives, sorts and logs mail in and out. Notes and records suspense dates for follow-up, and delivers documents to staff. Secures background records, central files and support material upon request. Sets up and maintains affirmative action records, administrative complaint case files, and administrative file folders pursuant to master plans. Participates in the maintenance of departmental correspondence, files, Federal Personnel Manual changes, BNA publications, etc.

6. Other:

- a. Secures duplicating services; office supplies; arranges travel and transportation; secures flight tickets and makes room reservations for staff assigned to Department and District Coordinators; keeps track of the number and types of case files and affirmative action files for report purposes. Prepares training folders for Department staff and orders supplies.
- b. Maintains files and vouchers including running account balances on the 24 District Coordinators in the field including maintaining monthly budget reports for each coordinator, receive and process travel advances for each coordinator, and prepare necessary correspondence to Finance. Maintains local Women and Fair Practices Coordinator lists, handles distribution and information requests from the field and maintains and distributes materials for District Women and Fair Practices Coordinators.

III. CONTROLS OVER WORK:

The incumbent works under the direct supervision of the Supervisory Attorney/Program Manager of the Department. Individual assignments and special instructions are received from Department staff members. The incumbent works independently in compliance with established goals, objectives and deadlines established by the Supervisory Attorney/Program Manager. Completed work is reviewed for acceptability and conformance to instructions and the smoothness of work flow with-in the Department. The Incumbent brings problems or conflicts in achieving deadlines to the attention of the Supervisory Attorney/Program Manager.

IV. OTHER SIGNIFICANT FACTS:

Applicant must have three years of experience which demonstrate the skill, knowledge and ability to serve as a clerical assistant by:

- 1) organizing and carrying out effectively a variety of clerical processes;
- 2) organizing, designing and maintaining files;
- 3) making arrangements for travel, conferences, meetings, reproduction, etc;
- 4) composing routine, non-technical correspondence; and,
- 5) receiving and referring callers.

In addition, applicant must have at least one-year qualifying experience at the next lower level or equivalent private sector experience, and pass performance tests demonstrating the ability to type at least 50 words per minute accurately. Applicants must be familiar with the operation of dictaphone equipment and have the ability to transcribe materials into final copy. Know proper application and use of Word Processing/Personal computer (PC) equipment after training.

V. 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.

VI. COMPENSATION

The salary range for this position is G-8 (\$62,835.68 to \$81,846.45). 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.