

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

MEMORANDUM: Human Resources/Vacancy #14

DATE: September 9, 2026

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement – Legal Assistant/Secretary, Grade 8/9,
Women’s, and Fair Practices Department.

A vacancy exists for the position of Legal Assistant/Secretary in the Women’s and Fair Practices Department, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

Official Station: National Office

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

All interested applicants **must submit resume to** jobs@afge.org. Attention: Legal Assistant/Secretary #14 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Thursday, September 17, 2026.

cc: National Executive Council
Chief Steward, OPEIU #2
Finance Department

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: Women's Fair Practices Department

Location: National Office

FSLA Classification: Non-Exempt

Position Title: Legal Assistant/Secretary

Date of Revision/Creations:

CLASSIFICATION: Legal Assistant/Secretary

INTRODUCTION:

The Women's and Fair Practices Department reports to the National Vice President For Women and Fair Practices and provides professional legal representation, counsel, assistance, and services of an EEO nature to the National President, the National Secretary-Treasurer, the National Executive Council, District National Vice-Presidents, Council President, Local Presidents, National Representatives, Heads of National Office Departments, AFGE members and others, with particular association to the Human Rights Committee, composed of the Fair Practices Affirmative Action Coordinators (FPAACs) and National Women's Advisory Coordinators (NWACs).

The Women's and Fair Practices Department provides services in the areas of equal employment opportunities and civil rights to a variety of programs activities. The Department also provides legal representation, counsel, and assistance with particular emphasis on the enforcement of such rights in administrative proceedings before EEOC, the Merit Systems Protection Board, arbitrators, and other administrative tribunals and Federal Courts.

I. POSITION SUMMARY:

Incumbent of this position serves as legal assistant and secretary to several attorneys who prepare legal opinions, memoranda, analysis of legislation, legal pleadings, and court documents.

II. MAJOR DUTIES AND RESPONSIBILITIES:

Takes and transcribes legal terminology and concepts from the attorney(s) who are often under stress to meet short deadlines or react to emergency situations, requiring the filing of legal pleadings in court or before administrative tribunals.

Types, mails, files, and docket correspondence, reports, legal briefs, orders, pleadings, motions for court and administrative proceedings, which are required to be in special form for service and signature; maintains a calendar of legal proceedings, appearances, and filing dates; and maintains tickler files for the attorney(s).

Checks for grammatical consistency, proper format, general accuracy, and uniformity of material being typed. Responsible for observing federal and local courts' 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.

Receives callers and answers telephone inquiries in the absence of the attorney from 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 attorney. This requires knowledge of legal procedures and wide experience in legal activities of the Fair Practices Department.

As required, makes travel arrangements for attorney(s), prepares travel authorizations, requests, vouchers, and receipts. Prepares final edition of the *EEO Advocate*, a periodic newsletter.

Assists in pre-hearing/pre-trial preparations including the scheduling of witnesses and the preparation of exhibit and trial notebooks.

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. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

IV. CONTROLS OVER WORK:

The incumbent works under the direct supervision of the Supervisory Attorney, and under the general supervision of the National Vice President. The Supervisory Attorney explains policies and objectives, assigns work, gives general directions, and evaluates performances. Incumbent provides direct support to at least three attorneys. Work is evaluated largely in terms of how smoothly and effectively the workflows within appropriate deadlines.

V. QUALIFICATIONS:

1. Possess ability to use word processing and database systems. Familiarity with Windows and Microsoft Office applications. (Preferably Access).
2. Possess ability to learn procedures and legal processes in connection with handling correspondence and reports required of the department.
3. Possess knowledge of correct spelling and proper usage of English.
4. Possess the ability to meet and deal with the public, Federation officials, government officials, and co-workers 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 secretarial school training.
7. Applicant must demonstrate proper application and use of word processing equipment after appropriate training.
8. Applicant must type at least 60 WPM.
9. Applicant must perform other related duties, as assigned.

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. 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.

VII. COMPENSATION:

The salary range for this position is GS 8/9 -\$62,835.68 to \$90,343.89. 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.