

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

MEMORANDUM: Human Resources

DATE: August 22, 2023

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, General Counsel's Office,
G-8/9

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Legal Assistant/Secretary, General Counsel's Office, effective immediately.

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

Official Stations: Headquarters (National Office)

All interested applicants **must submit resume to:** jobs@afge.org, Attention: Vacancy Announcement #36 to the Human Resources Department. Expressions of interest from (**internal candidates**) must be received by the close of business on Wednesday, August 30, 2023.

cc: National Executive Council
OPEIU Chief Steward
Finance Director

FOR BULLETIN BOARD POSTING
NOT TO BE REMOVED
(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE AFGE CAREER WEBSITE, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	General Counsel Office
Location:	AFGE Headquarters, Washington, DC.
FSLA Classification:	Non-Exempt
Position Title:	Legal Assistant/Secretary (GCO)
Date of Revision/Creations:	August 2023

I. INTRODUCTION

This is a bargaining unit position in AFGE's Office of General Counsel (GCO) and based at the AFGE headquarters in Washington, DC. The incumbent will serve as legal assistant/secretary to attorneys serving in GCO. AFGE represents bargaining unit employees in 70+ agencies of the federal and DC governments. The position will work under the direct supervision of the Deputy General Counsel, Litigation (GCO) and under the general supervision of the General Counsel.

Responsibilities include, but are not limited to, administrative and secretarial support for attorneys engaged in litigation before various courts and administrative tribunals, arbitration before independent arbitrators, administrative proceedings before various agencies, assisting attorneys conducting legal research and writing of legal briefs, complaints, motions, and other legal documents, and providing general administrative support with scheduling, phone calls, travel reservations, and other day-to-day activities.

II. DUTIES AND RESPONSIBILITIES

1. Serves as legal assistant/secretary assisting GCO attorneys with litigation, research, writing, and with scheduling, and coordination with GCO management.
2. Performs secretarial and administrative support functions involving legal terminology, often under stress to meet short deadlines and timelines for multiple tasks.
3. Types, copies, prepares, mails, files, and docket correspondence, reports, legal briefs, orders, pleadings, and motions. Performs research and preparation of tables of contents and tables of authorities for court briefing; prepares, copies, and collates exhibits and related documents; and, drafts and sends legal letters (e.g., acknowledgment, offer, and declination letters) under attorney supervision.
4. Maintains a calendar of legal proceeding appearances, filing dates, and electronic reports and databases for the attorney(s). Transmits legal workload reports to GCO management.
5. Checks grammar, proper format, general accuracy, and uniformity of material being typed. Responsible for observing federal and local court's rules and for checking citations to source materials.

6. Independently confirms and arranges conferences, client consultations, witness interviews, 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).
7. Answers telephone and email inquiries from court and administrative staff, opposing counsel, congressional staff members, and from representatives of federal agencies and executive departments.
8. Works in coordination with the administrative staff in the General Counsel's Office, requiring secretarial skills, poise, organization, and knowledge of office and Federation's legal policies and procedures. Likewise, works in coordination with other administrative staff in AFGE Headquarters and in the field, and assists with miscellaneous tasks when necessary.
9. Makes travel arrangements for attorney(s), prepares travel authorizations, requests, vouchers, and receipts. Coordinates approval of travel authorizations with management officials.
10. Because of the confidential nature of many matters handled by the General Counsel's Office, exercises the utmost tact and discretion to keep confidential and safeguard the security of information, conversations, correspondence, and records and files of the General Counsel's Office.

III. CONTROLS OVER WORK

The incumbent works under the direct supervision and direction of the assigned attorneys and under the general supervision of the Deputy General Counsel for Litigation and the General Counsel and their designees. The Deputy General Counsel explains policies and objectives, assigns work, gives general directions, and evaluates performance. The assigned attorneys supervise day-to-day work tasks. Within these constraints and conditions, the incumbent works independently keeping the attorneys informed of progress, need for help, and irreconcilable problems. Work is evaluated largely in terms of results achieved and how effectively and smoothly assignments are completed.

IV. WORK ENVIRONMENT

This job operates primarily in a professional office environment and may include some telework. The incumbent routinely uses standard office equipment such as computers, phones, printers, photocopiers, filing cabinets, and fax machines. Familiarity with Microsoft Office, the Internet, and other standard office applications is required. Long hours, including occasional weekend work, are periodically required. Incumbent will often experience frequent interruptions and inflexible deadlines. Duties are performed primarily indoors. Some travel may be required.

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 legal documents, correspondence and reports required of the department.

3. Possess a thorough knowledge of the correct usage of English and be a good speller capable of thorough and accurate proofreading.
4. Possess the ability to meet and deal with the public, AFGE members and leaders, 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 or equivalent and preferably has some college or secretarial school training.
7. Applicant must demonstrate ability to use web-based applications.
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 their 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 a 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.

Some travel, locally or out of town, may be required; some travel may require overnight stays.

VII. EEO STATEMENT

AFGE provides equal employment opportunities 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 organization 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.