

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

**MEMORANDUM:** Human Resources/ Vacancy #39

**DATE:** June 24, 2024

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

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

**SUBJECT:** Vacancy Announcement – Confidential Assistant to the DHA Task Force,  
Grade 9/10, National President’s Office.

A vacancy now exists for the position of Confidential Assistant to the DHA Task Force, in the National President’s Office.

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

**Official Station:** National Office

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

All interested applicants must submit resume to [jobs@afge.org](mailto:jobs@afge.org), Attention: Vacancy Announcement #39 Confidential Assistant to the DHA Task Force to Human Resources. Expressions of interest from **(internal candidates)** must be received by the close of business on Tuesday, July 2, 2024.

cc: National Executive Council  
Director, Finance

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
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**AFGE WEBSITE)**

## POSITION DESCRIPTION

### **American Federation of Government Employees (AFGE)**

|                                    |  |
|------------------------------------|--|
| <b>Department:</b>                 | National President's Office                  |
| <b>Location:</b>                   | National Office                              |
| <b>FLSA Classification:</b>        | Exempt                                       |
| <b>Position Title:</b>             | Confidential Assistant to the DHA Task Force |
| <b>Date of Revision/Creations:</b> | April 29, 2024                               |

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**CLASSIFICATION:** Confidential Assistant to the DHA Task Force

### **I. INTRODUCTION**

This position is located in the Washington, D.C. National Office. This position is a confidential administrative role charged with supporting staff of the AFGE DHA Taskforce. The DHA Task Force seeks to promote a culture of union building, leadership identification, permanent campaign mode and union transformation. Workplace representation encompasses contract negotiations, mid-term bargaining, contract enforcement, organizing, enforcement or change of existing laws and regulations, the strengthening of locals and councils, and related issues.

These functions are performed in a wide array of program areas such as: labor- management relations and human resource management, and in a wide variety of delivery methodologies, such as casework, organizing, supporting assigned locals and/or council, training institutes and conferences, position papers, and email and internet media.

Although all functions are subject to assignment at any time, the work variability is high, with cyclical shifts among emphases, such as national level bargaining assignment, personnel system design, mobilizing and organizing, and building labor-management adversarial skills among the membership. The confidential assistant must stay astride of program needs and both anticipate and follow program needs to support the work of the other Taskforce members.

The DHA Task Force works collaboratively, and depends on teamwork, mutual support, and creative thinking.

### **II. DUTIES AND RESPONSIBILITIES**

This position represents the highest level of secretarial and administrative support. As such, the incumbent is expected to perform a wide range of duties assisting the DHA Taskforce. Performs a variety of confidential support services for the Taskforce demonstrating a knowledge of the Taskforce's obligations, projects, policies, and scheduling requirements. Such duties include, but shall not be limited to:

1. Provide confidential support services to the Taskforce regarding AFGE personnel matters and labor relations matters. Prepare, maintain, and safeguard information and files regarding both negotiations and administration of labor management agreements in which AFGE is the employer party.

2. Because of the highly confidential nature of matters handled by the Taskforce, including confidential member data, exercises the utmost tact and discretion and keeps confidential and safeguards the security of conversations, correspondence, records and files of the Taskforce.
3. Maintain and safeguard confidential Taskforce personnel records; including time and leave records. May include serving as timekeeper with responsibility for accurately recording time worked and absences, as well as securing necessary leave forms. May also include maintaining annual vacation schedule and serving as point of contact for questions regarding availability and balance of leave (annual, sick and compensatory time).
4. Keep Taskforce's calendar with authority to set, shift, cancel or defer appointments.
5. Make travel arrangements for the Taskforce and prepare associated travel requests, itineraries, vouchers and receipts. Maintain contact for the Taskforce during travel and relay messages, forms and correspondence, and report significant occurrences.
6. Monitoring and assist with expenses and travel of the Taskforce staff, Council or other travelers, with and on behalf of the Taskforce.
7. Type memoranda, letters, reports, briefs, correspondence and other documents into final, corrected copy without need for further proofing. Checks for grammatical consistency, proper format, spelling, and uniformity of materials produced by and on behalf of the Taskforce. Create and print specialized reports containing information that has been recorded in database files and performs record keeping duties.
8. Independently arrange, coordinate, and attend meetings as needed, which may or may not require travel.
9. Assemble correspondence, enclose appropriate material, make distributions and maintain files or designates disposition thereof.
10. Participate in and administration and management of planning of trainings, conferences, and meetings. Work will include but not be limited to managing registration, pre-registration duties, preparation of necessary materials, support activities, conference functions, promotion, reservations and billing responsibilities, and packing and shipping of necessary event materials.
11. Perform miscellaneous secretarial and administrative duties, as required.
12. The position will require the incumbent to independently confront new issues and problems and to creatively apply knowledge, analysis, and problem-solving abilities. Exceptional oral, written, and interpersonal skills are required.
13. Receive, sort, and log mail, preparing responses for routine requests.
14. Travel is required, and extended work hours are required on occasion.

### **III. WORK ENVIRONMENT**

This job operates in a professional environment working to establish Federation and Taskforce 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 THE POSITION**

The incumbent works under the supervision as determined by the National President's Office for the DHA Task Force. Work is evaluated largely in terms of accuracy on how smoothly and efficiently the workflows. Absolute confidentiality of information is required. Must be independently familiar with and ensure effective use of administrative, office service, clerical procedures, and policy positions of the union.

### **V. QUALIFICATIONS**

1. Bachelor's Degree strongly desired, but equivalent experience will be considered.
2. Possess two (2) years of secretarial or comparable experience.
3. Possess a strong knowledge of correct usage of English, excellent proofreading and spelling skills.
4. Must have strong verbal and inter-personal skills with an ability to meet and deal with the public, Federation officials, government officials and coworkers, whether in person, online, or over the telephone, in a helpful and courteous manner.
5. Be thoroughly familiar with office management techniques, procedures, and methods related to personnel, budgeting, work methods, mail, record maintenance, travel and expense processes and clerical procedures.
6. Must be an effective team-oriented person who can work cooperatively in a diverse, political organization.
7. Exceptional communication and writing skills required.
8. Possess the knowledge and have demonstrated the efficient use of necessary software applications, including Microsoft Word, Excel, and PowerPoint
9. Knowledge of event planning preferred.
10. Highly motivated, self-starter who can perform at a high level in a high-energy environment.
11. Must be legally employable.
12. Applicant must have an interest in and loyalty to the labor union movement.

## **VI. 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.