

NOTICE OF POSITION VACANCY
Associate General Counsel
Office of the General Counsel
Location: Washington, DC
Management Grade 9
Starting Salary: \$93,494

This position provides legal representation and advice to the officers and staff of the International Union and to AFSCME councils and locals throughout the nation. Incumbent may work with AFSCME officers, affiliate leaders, and staff to address a variety of legal issues, which include legislative drafting or technical support; addressing legal issues arising under state and federal law; and providing advice and assistance on internal governance issues. Emphasis is directed at legal issues involving organizing the unorganized and on legal issues of nationwide concern to AFSCME and its members.

Duties:

- Develops, initiates, assists and defends litigation in state and federal courts and state and federal administrative agencies; and addresses labor relations questions.
- Provides assistance to affiliate's lawyers. Advises AFSCME and its affiliates, officers and staff concerning legal rights, obligations and privileges.
- Works with International officers and staff to advance programs and policies of AFSCME.
- Represents AFSCME and its affiliates and members before courts and administrative agencies.
- Examines legal data to determine advisability of defending or prosecuting a lawsuit.
- Provides legal assistance to AFSCME affiliates on issues arising out of internal union issues.
- Performs legal research and prepares legal briefs and memoranda.
- Performs other duties as assigned by the General Counsel or her designee.

Requirements

Education and Experience:

- Graduation from an accredited law school; three to ten years of legal experience, admission to bar and membership in good standing; and any combination of education and experience which provides the required knowledge, skills and abilities, including knowledge and experience working with labor unions.
- Proficiency in working with Westlaw and applicable Microsoft Office applications.

Skills:

- Ability to prepare legal briefs, develop legal strategy and arguments; and to represent clients in court and other administrative proceedings.
- Ability to advise officers, affiliates, and other member clients concerning internal affairs; ability to confer with colleagues in areas of specialty to establish and verify basis for legal proceedings.
- Ability to interpret laws rulings and regulations affecting labor unions.
- Ability to supervise and coordinate activities of law clerks and support staff.
- Proficiency to speak, read and write Spanish strongly preferred.

Travel and work hours:

- Extensive travel and extended work hours may be required.

To be considered: Send letter of interest, resume and two writing samples to: AFSCME, HR Department, 1625 L Street, NW Washington, DC 20036 or email requested information to recruiting@afscme.org.

Posting Date: October 3, 2018

AFSCME is an equal opportunity employer, and, as such, does not discriminate against or in favor of any employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, gender identity, religious affiliation, disability, or any other classification protected from discrimination under applicable law.