

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

**MEMORANDUM:** Human Resources/Vacancy #27

Date: April 16, 2024

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

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

**SUBJECT:** Vacancy Announcement - Research Assistant, G - 8/9/10, General Counsel's Office.

A vacancy now exists for the position of Research Assistant, G - 8/9/10 to the General Counsel's Office, effective immediately.

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

Official Station: Washington, DC

The attached position description outlines 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 #27, Research Assistant to the Human Resources Department. Expressions of interest must be received by the close of business on Wednesday, April 24, 2024.

cc: National Executive Council  
Chief Steward, OPEIU  
Finance Department

**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:** National President  
**Location:** National Office  
**FSLA Classification:** Non-Exempt  
**Position Title:** Research Assistant  
**Date of Revision/Creations:**

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**CLASSIFICATION: Research Assistant, G - 8/9/10**

### I. INTRODUCTION

The General Counsel's Office (GCO) provides legal advice and assistance to AFGE Locals, Districts, Councils, and National Officers. This work includes representation case research related to cases pending before the Federal Labor Relations Authority such as elections for new units. It also includes preparing/managing delegation of authority letters issued to Locals and Councils by the AFGE National Office.

### II. DUTIES AND RESPONSIBILITIES

The incumbent of this position is expected to perform the following duties:

#### Research:

- Searches AFGE files, records, and archives for background and certificates of representation and delegation letters for national consolidated units, national exclusive recognitions, and for other bargaining units represented by the AFGE national office. Contacts Districts and Locals whenever necessary to attain copies of certifications or other relevant documents that pertain to bargaining units represented by the AFGE National Office. Secures copies of certificates of representation not found within AFGE from appropriate regional offices of the Federal Labor Relations Authority or applicable government agency or activity.
- Performs comprehensive and efficient searches of public information to provide quantitative and qualitative information about federal agencies for analysis of potential organizing targets
- Drafts and submits Freedom of Information Act (FOIA) requests to government entities in furtherance of objectives in a particular assignment
- May be asked to participate in campaign research planning and participate in overall campaign development and planning.

#### Data Entry:

- Creates and maintains a database for certificates of representation and delegation letters for all bargaining units represented by the AFGE national office. Develop a database showing the level of membership for bargaining units represented by the AFGE national office and make recommendations for targeted organizing drives.

#### Word Processing:

- Drafts letters, memoranda, and communications designed to collect pertinent documents necessary to analyze the certificates. Must be familiar with the typing of legal words, phrases references, citations and footnotes. Finished work is reviewed for accuracy and acceptability before being signed or presented.

#### Communication:

- Exhibits strong presentation skills to communicate findings and participates in meetings with GCO staff, staff from other AFGE Departments and AFGE officers.
- Keeps the supervisor informed of the progress of assignments.
- Other related duties assigned by the General Counsel or Deputy General Counsel.

### **III. CONTROLS OVER WORK**

The incumbent will receive daily assignments from the General Counsel, Deputy General Counsel, or other GCO attorneys who are involved in particular projects. Incumbent often works independently while gathering data and compiling documentation.

### **IV. OTHER SIGNIFICANT FACTS**

At least one year of corporate research experience or equivalent/related research experience. Bachelor's degree preferred.

In addition, the applicant must:

1. Have strong computer skills, including word processing, spreadsheet, presentation, and database software.
2. Be thoroughly familiar with office work methods, mail, files, communications, and administrative processes.
3. Demonstrate strong oral and written communication skills.
4. Have ability to work both independently and as part of a team.

5. Have ability to travel if necessary
6. Display an interest in and loyalty to the American labor movement.

## **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.