



AMERICA'S UNIONS

## **PARALEGAL/ADMINISTRATIVE SECRETARY GENERAL COUNSEL**

Learn about the labor movement and the law. Work with lawyers appearing in the Supreme Court and representing rank-and-file workers. Be part of all aspects of the AFL-CIO's work, including support for organizing, advocacy in Congress and state legislatures and before administrative agencies, amplifying workers' voices in elections, and communicating labor's message. Work in a collegial and supportive environment.

### **Duties and Responsibilities**

- Provide all administrative support to three attorneys, as well as back-up for the General Counsel and one other attorney;
- Schedule and coordinate all activities, travel and speaking engagements for attorneys;
- Coordinate and assist in setting up major meetings and conferences, including annual conference of the AFL-CIO Lawyers Coordinating Committee (LCC);
- Type from draft a variety of correspondence and legal documents;
- Assist attorneys with presentations, including preparation of papers and power point presentations;
- Prepare and process briefs and other filings with federal and state courts and administrative agencies, requiring knowledge of citation form, tables of contents, legal format, terminology, requires PDF formats, and electronic filing systems;
- Communicate on behalf of attorneys with clerk of court and administrative agency personnel regarding filing and court appearance requirements;
- Conduct basic legal research and convey the findings to attorneys in memo or other format;
- Act as liaison for attorneys with other department staff, AFL-CIO staff and affiliates;
- Screen, manage and prioritize visitors, calls and mail;
- Coordinate and assist with both the Law Student Union Summer and the LCC Minority Outreach programs;
- Assist in processing LCC membership renewals and applications;
- Set up and maintain publication review schedule for attorneys;
- Screen member inquiries for possible responses from attorneys;
- Independently respond to correspondence and prepare reports/memos;
- Gather, organize, and prepare information for routine reports (e.g., lobbying reports and LM-2's);
- Maintain a variety of confidential files and records;
- Meet and greet visitors;
- Other duties as assigned.

## **Qualifications**

- Bachelor's degree preferred;
- Legal secretarial or paralegal experience or willingness to acquire equivalent skills;
- Positive attitude and excellent communication and interpersonal skills;
- Knowledge of technical legal terms and various legal forms and documents or willingness to acquire;
- Knowledge of legal procedures and practices involved in composing, processing and filing a variety of legal documents or willingness to acquire;
- Knowledge of standard legal references and their contents or willingness to acquire;
- Ability to perform complex legal clerical work involving independent judgment;
- Ability to perform basic legal research or willingness to acquire;
- Ability to work both independently and within a team;
- Excellent verbal, written and analytical skills;
- Professional, courteous and tactful;
- Excellent organizational skills;
- Experience with utilizing and navigating the internet for information finding;
- Demonstrated ability to exercise good political judgment;
- Demonstrated ability to interpret and apply organizational policies and procedures;
- Demonstrated ability to work well independently and to make independent decisions;
- Excellent proofreading ability;
- Demonstrated strong writing skills related to correspondence;
- Experience coordinating and managing schedules;
- Experience working in a high-pressure environment and meeting unpredictable deadlines;
- Experience managing and prioritizing multiple tasks;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Demonstrated proficient knowledge of Windows XP, Microsoft Word, Microsoft Excel, Adobe, Power Point, Microsoft Access and Google email and products;
- Highly motivated self-starter and detail oriented;
- Interest in learning new skills;
- Commitment to the labor movement and advancing the interests of working families.

### **Required Tests include:**

**Clerical, Typing, Spreadsheet, Legal Proofreading and Legal Terminology, Legal Research**

### **HOURS:**

**8:30 AM – 4:30 PM or 9:00 AM – 5:00 PM**

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