



**ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT
OFFICE OF THE GENERAL COUNSEL
WASHINGTON, D.C. [HEADQUARTERS]**

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, “Yes!” then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you’re more than just an individual employee—you’re helping to lead a movement with a proud history and a bright future ahead.

This position reports to the General Counsel and other attorneys and works within a team environment.

Duties and Responsibilities

- Provide all administrative support to the General Counsel, as well as support for the other attorneys in the department;
- Maintain a variety of confidential files and records;
- Schedule and coordinate all activities, travel and speaking engagements for attorneys;
- Type from draft a variety of correspondence and legal documents;
- Coordinate the hardcopy printing and filing of legal briefs and similar documents with AFL-CIO Support Services and outside printers;
- File electronic documents through online portals including CM/ECF, NLRB E-File, and Regulations.gov;
- Gather, organize, and prepare information for routine reports (e.g., lobbying reports and LM-2’s);
- Assist in setting up major meetings and conferences, including annual conference of the AFL-CIO Union Lawyers Alliance (ULA) and the ULA Diversity, Outreach, Opportunities, and Recruitment (DOOR) conference;
- Assist attorneys with presentations, including preparation of papers and power point presentations;
- Act as liaison for attorneys with other department staff, AFL-CIO staff and affiliates;
- Screen, manage and prioritize visitors, calls and mail;
- Screen member inquiries for possible responses from attorneys;
- Independently respond to correspondence and prepare reports/memos;
- Meet and greet visitors;
- Other duties as assigned.

Qualifications

- Demonstrated ability to exercise sound political judgment with highly sensitive issues;
- Strong commitment to confidentiality and demonstrated ability to exercise discretion;
- Experience with review and submission of legal documents preferred;
- Positive attitude and excellent communication and interpersonal skills;
- 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 interpret and apply organizational policies and procedures;
- Demonstrated ability to work well independently and to make independent decisions;
- Excellent proofreading ability;
- Demonstrated experience with editing and compilation;
- 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 proficiency in: Google Suite including Google Docs, Windows, Microsoft Word, Microsoft Excel, Adobe, Power Point, Microsoft Access and Microsoft PowerPoint;
- Demonstrated experience with Zoom, Google Meet and other virtual meeting platforms;
- Highly motivated self-starter and detail oriented;
- Experience with and commitment to the labor movement a plus.

Salary: \$75,727.80

**Required Tests include:
Typing, Spreadsheet, Legal Proofreading and Legal Terminology, Legal Research**

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

Apply here: <http://aflcio.hirecentric.com/jobs/>

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