

AFSCME COUNCIL 93
NOTICE OF POSTED VACANCY
ASSISTANT GENERAL COUNSEL
LEGAL DEPARTMENT
Salary Range: \$94,654.13 to \$137,087.41

DESCRIPTION

Provides technical and professional services, representation and supervisory functions. Servicing a variety of local unions in Council 93's four state jurisdiction. Exercises direct supervision over, assigns work to, and reviews the performance of small number of legal department staff. Fills in during the absence of the General Counsel.

REQUIREMENTS

Ability to supervise, including planning and assigning work; assessing the capabilities of subordinates and available resources; controlling work through periodic reviews; determining subordinates and membership's training needs and providing or arranging for such training; identifying and developing potential field; motivating subordinates and membership to work effectively; determining the need for corrective action(s) and evaluating staff.

- Experience handling grievances
- Proven ability to negotiate
- Ability to speak effectively and to deal tactfully with bargaining unit members
- Good written and oral communication skills
- Ability to prepare and present reports
- Ability to work with others – membership and representative of the employer
- Ability to understand general instructions and to convey instructions to others
- Knowledge of public sector labor laws for MA, ME, NH and VT
- Experience before the National Labor Relations Board
- Travel and extended work hours may be required
- Proficient with Zoom and other virtual platforms, as well as basic computer knowledge
- Drafting complaints for administrative agencies or courts
- Drafting motions, memoranda & other documents for administrative agencies and courts.
- Preparation of cases (interviewing, investigating, seeking out documents)
- Presenting cases before third parties, i.e., employers, arbitrators, hearing officers, judges
- Assisting Coordinators in a particular area as assigned
- Attending local meetings or giving talks on legal topics
- Researching and answering legal questions from staff, local officers or members
- Valid driver's license and automobile
- Other duties as may be required.

DESIRED TRAINING AND EXPERIENCE

- Four (4) years demonstrated experience in labor relations
- Member of the Massachusetts Bar required
- Membership in Maine, Vermont and New Hampshire bar desirable

Preference will be given to internal candidates. Other individuals should send a resume and over letter to Anna Owen, Executive Assistant, via email to resume@afscme93.org.

Posting Date: May 27, 2025
Closing Date: June 9, 2025