

AFSCME COUNCIL 93  
ASSOCIATE GENERAL COUNSEL  
MASSACHUSETTS  
**Salary: \$49,196.54 - \$95,526.88**

DESCRIPTION:

Full-time position with responsibility for oral and written advocacy on behalf of public and private sector employees.

DUTIES:

1. Drafting complaints for administrative agencies or courts.
2. Drafting motions, memoranda and other documents for administrative agencies and courts.
3. Preparation of cases (interviewing, investigating, seeking out documents).
4. Presentation of cases before third parties, e.g., employers, arbitrators, hearing officers, judges.
5. Assisting coordinators in a particular area as assigned.
6. Attending local meetings or giving talks on legal topics.
7. Researching and answering, orally or in writing, legal questions from staff, local officers or members.
8. Participating in consultations on strategies for staff and locals to deal with and favorably resolve problems or disputes.
9. Incidental assistance to legislative and public relations departments.
10. Assisting in organizing campaigns as needed.
11. May, at the discretion of the Executive Director, be assigned to and assist in negotiations of collective bargaining agreements.
12. Valid Driver's License and Automobile

Some travel is involved in performing some of the above duties.

REQUIREMENTS:

Member of Massachusetts Bar required. Admission/application to New Hampshire Bar desirable. One (1) to three (3) years' experience in labor or employment law preferred.

Individuals should send a resume and cover letter to Executive Administrative Assistant Anna Owen via email at [resume@afscme93.org](mailto:resume@afscme93.org).

AFSCME Council 93 is an equal opportunity employer, and, as such, does not discriminate against 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.

**Posting Date: February 23, 2021**

**Closing Date: March 2, 2021**