



## **AFSCME Council 13 Clerical (multiple positions)**

<b><u>Union</u></b>	AFSCME Pennsylvania Council 13
<b><u>Locations</u></b>	Harrisburg, PA (Field Office, Executive Office), and Pittsburgh, PA (Field Office)
<b><u>Salary</u></b>	\$34,688-\$52,000
<b><u>Posting Date</u></b>	March 13 <sup>th</sup> , 2026

### **How to Apply**

To apply, send a cover letter and resume to [recruiting@afscme13.org](mailto:recruiting@afscme13.org).

Please include position title and local number (if you are a current member of an AFSCME local) in the subject heading of your application email.

### **Overview**

AFSCME Council 13 is the public service union for Pennsylvanians, representing more than 50,000 workers across the Commonwealth. Council 13 members care for the vulnerable and elderly, allow students to focus on learning in schools and universities, run correctional facilities around the clock, maintain safe drinking water, ensure the state's libraries, museums, roads, parks, and game lands are accessible to the public, and make Pennsylvania run in countless other ways. Our union organizes for dignity and respect and fights for a real voice on the job for public service workers and the services we provide.

This position serves as administrative support for Council 13 and is based out of either Harrisburg, PA or Pittsburgh, PA. Work is typically driven by the needs of the office and region as it occurs and as scheduled or requested by the staff and manager in the office. This position reports to the Field Coordinator or designee and is primarily responsible for daily clerical support across a broad range of support tasks and functions.

**JOB DUTIES AND RESPONSIBILITIES** (Any one position may not include all the specific duties and responsibilities listed in this posting. Examples provide a general summary of the work required and should not be treated as a total and complete list of expected duties to be performed by employees in the classification. An expanded job description is available during the application process.)

- Actively promotes Council 13's vision for building strength and achieving growth.
- Performs administrative duties, receives visitors, answers calls, determines needs, and supports members and staff where appropriate.

- Assists members with schedules, logistics, and protocols for meetings, including those held in the office or region.
- Receives, opens, date stamps and distributes mail. Prioritizes Field Coordinator's mail and handles routine requests.
- Prepares correspondence such as letters, memos, reports and other documents according to guidelines. Proofreads for accuracy, grammar, and punctuation. Duplicates and circulates documents.
- Assists with preparation of meeting materials for committees, locals, bargaining teams, work teams, etc. such as distribution lists, membership data, rosters, information packets, agendas, fliers, etc.
- Responds to general inquiries from staff, members, locals, etc. related to office, region practices, services, procedures, and resources. Researches answers as needed.
- Interviews, screens and refers callers.
- Creates accurate (verbatim or summary, where applicable) notes from dictations or proceedings. Transposes notes into typewritten letters, records, reports, memoranda, contracts, minutes, agendas, emails and other documents.
- Conducts outreach to members and potential members for recruitment, turnout, and other purposes as assigned.
- Makes arrangements for conferences, local meetings, organizing and other events.
- Enters and tracks attendance and leave requests, filing as needed.
- Maintains postage meter machine.
- Establishes and maintains office files (physical and virtual) and follows the established archive retention schedule.
- Maintains monthly and quarterly project reports. Responsible for follow-up with staff on recordkeeping needs.
- Maintains electronic files for organizing and representational purposes, including entering new data, updating or modifying existing data and ensuring quality control of record entry.
- Runs various pre-established reports. Creates or modifies file and report formats.
- Uses Microsoft Office software for letters, reports and basic leaflets.
- Performs standard file maintenance to ensure that information is protected from loss.
- Processes membership cards and other member-related information, including transmission of appropriate documentation to the Business Office.
- Maintain and update membership files and database.
- Proficiency and understanding of VAN, Unionware, and ULink.
- Assists local leaders/stewards with clerical support, as time allows.
- Provides clerical support, time permitting, to the staff representatives, organizers, and other Council 13 staff assigned to the field office.
- Performs other assigned duties as required.

### **Required Qualifications:**

To perform the Clerical position successfully, the incumbent needs seasoned proficiency in the following areas:

- Knowledge of office equipment, such as copier, scanner, telephone and fax machines and other similar machinery.
- Knowledge of office practices and procedures.
- Knowledge of grammar, spelling, and punctuation to proofread and compose simple correspondence.
- Proficiency in Proficiency in MS Office Software (Word, Excel, Access).
- Ability to type at least 50 wpm.
- Communication skills sufficient to exchange routine information and to establish and maintain effective working relationships with all employees.
- Excellent organizational abilities.
- Ability to multitask, problem solve and prioritize the work of others.
- Excellent oral and written communication skills.
- Exercising sound judgment and discretion.
- Time management and self-discipline in an unstructured work environment.
- Ability to plan and coordinate work activities including via work plans, keep detailed records, and file reports in a timely manner.
- Interacting in a professional manner with members and management representatives.
- Ability to foster and maintain strong interpersonal relationships with individuals from diverse backgrounds.

### **Desired Qualifications:**

- Knowledge of labor unions and/or prior employment in the labor movement.
- Support for, and understanding of, AFSCME's Mission.
- Understanding of organizing and membership databases.
- Experience leading under pressure and/or defusing tense situations.
- Drive to make a difference in people's lives as part of a larger movement.

### **Direction and Decision Making**

This bargaining unit position reports to the Field Coordinator, Administrative Assistant, or designee. Includes interaction with office staff, general public, local union leaders and members, and other department staff and others as directed by the Field Coordinator. Works independently and keeps supervisor regularly apprised of any daily developments.

### **Education and Experience**

High school diploma or equivalent, minimum 2-3 years of relevant administrative experience or any combination of education and experience which provides the knowledge, skills, and abilities listed above. A demonstrated commitment to self-reflection and professional growth is preferred.

### **Physical Requirements (as required by ADA)**

Work is performed in an office environment. Occasional driving, travel, overnight stays, and extended work hours, including evenings and weekends, may be required. Valid driver's license required.

## **Benefits**

- Health insurance for employee and family, including medical, prescription drug, vision, dental and hearing (employee contributes percentage of salary)
- Defined Benefit Pension Plan (jointly paid)
- Voluntary Deferred Compensation 401(k) Savings Plan with employer match
- Employer-paid life insurance and accidental death benefits
- 3 weeks earned vacation per year (after one year of service)
- 1 ½ days earned sick leave per month (accrued)
- 12 paid holidays per year
- 5 Personal Days (pro-rated in first year)
- Paid holiday release between Christmas and New Year's Day