

**AFSCME COUNCIL 93**  
**NOTICE OF POSTED VACANCY**  
**ADMINISTRATIVE ASSISTANT – FULL TIME**  
**Headquarters**  
**Salary: \$56,781.95 - \$82,237.19**

**DESCRIPTION**

Perform various time sensitive/urgent support, clerical and administrative tasks for multiple departments (Legal, Field Services and Business Office) within the Headquarters of Council 93

**REQUIREMENTS:**

- Ability to organize data, files and office area
- Ability to prepare or create reports
- Ability to type and/or enter data into various computer programs
- Ability to understand general instructions
- Maintains area membership/officer contact information
- Receives/sorts/distributes organization's mail
- General knowledge of office procedures and operation of equipment
- Ability to be cross trained in multiple departments and assist Department Heads for respective departments as needed
- Ability to prioritize and organize work area(s) and maintain accuracy of work despite multifaceted tasks and interruptions
- Proficiency with Zoom and other virtual platforms
- Responsible for ensuring timely filings and other materials
- Answers inquiries from members and/or staff and responds to the inquiry or directs to the appropriate personnel
- Demonstrates a professional attitude and appearance
- Maintains records (protection, retrieval, transfer and disposal of records), confidentiality and the integrity of sensitive information
- Other duties required

**DESIRED TRAINING AND EXPERIENCE:**

- High School Diploma or GED required, Associates degree or higher preferred
- Excellent typing, interpersonal, organizational and communication skills
- One (1) year office work experience required, three (3) years' experience in an office setting preferred
- Strong working knowledge of computers and associated software programs such as Microsoft Office

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.

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

Posting Date: February 3, 2025

Closing Date: Until Filled