

# AMERICAN POSTAL WORKERS UNION, AFL-CIO

## MIAMI AREA LOCAL

*SERVING: Miami, Miami Beach, Hialeah, Homestead, and Boca Raton*  
*REPRESENTING: Clerks, Maintenance and Motor Vehicle*



### **JOB POSTING: Secretary/Case File Clerk**

**Company:** American Postal Workers Union, AFL-CIO, Miami Area Local 172. Principal Mission of the Union- We represent postal workers in the jurisdiction of the Miami Area, from Homestead to Boca Raton. The union represents employees who are being disciplined or terminated for any number of deficiencies. The union also files grievances to enforce the contract which can result in monetary settlements for certain violations of the Collective Bargaining Agreement.

**Primary Duties:** Position requires employee to work directly with and for Executive Officers. The position also requires the employee to work with all shop stewards in the processing of grievance case files on a day-to-day basis by contacting the appropriate shop steward to represent the employees that need a grievance filed on their behalf. You are required to appeal cases that are denied to the next step of the grievance procedure within the strict time limits outlined in the contract. Perform office duties such as answering phones, filing, electronic faxing and basic computer work. A background in labor law, criminal justice or paralegal is helpful. Computer skills necessary.

**Starting pay:** \$19.50

(120day probationary period)

**Hours of work:** 8:00am-4:30pm (40hour week)

Weekends off and paid holidays.

Position includes vacation and sick leave benefits