**VACANCY ANNOUNCEMENT**

**National Counsel**

September 26, 2025

There is a vacancy for the **National Counsel** in NTEU’s Denver, Colorado Field Office**.** This is a non-bargaining unit position and has a career ladder on NTEU’s pay scale of Grade

14, 15, 16, with one year at the Grade 15 as a National Counsel required before promotion to Grade 16. The National Counsel’s primary responsibilities are to oversee and manage the field office, including legal strategies, and build and maintain solid working relationships with chapter officials within the Field Office territory.

## Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. Other duties may be assigned.*

* Recruit, train, and supervise all Denver Field Office staff, including workload distribution.
* Build and maintain solid working relationships with chapter officials within the Denver Field Office territory, with the chief objective of persuading them to pursue NTEU goals, objectives, and programs.
* Mentor and oversee Denver Field Office Assistant Counsels/National Field Representatives in their:
	+ Evaluation, preparation and presentation of cases in various administrative fora including but not limited to arbitration, Merit Systems Protection Board and Equal Employment Opportunity Commission;
	+ Building and maintaining solid working relationships with their assigned chapters with the primary objective of persuading them to pursue NTEU goals, objectives, and programs;
	+ Training of chapter leaders in their representational responsibilities; and
	+ Motivating assigned chapters to increase their membership and improve chapter administrative operations.
* Perform and oversee administrative tasks associated with the operation of the Denver Field Office.

## Qualifications

* Graduate of an ABA-accredited law school.
* Licensed to practice law in at least one state or the District of Columbia.
* Superior leadership capabilities.
* Exercises sound discretion and excellent judgment.
* Significant experience handling complex cases before third-party tribunals, including arbitration.
* Strong legal writing skills with ability to independently draft well-researched briefs, motions, pleadings, responses, and other legal documents.
* Able to provide sound legal advice involving the analysis and interpretation of constitutional, statutory, and administrative law.
* Superior oral and written communication skills, including the ability to negotiate with third parties on behalf of NTEU and its members.
* Firm understanding of the features of effective, high-membership chapters, including what chapters must do to achieve and maintain that status.
* Experience designing and implementing successful internal issue organizing campaigns and membership building programs.
* Able to effectively manage numerous matters across multiple areas and set priorities independently.

**How to Apply**

Qualified individuals should submit their statement of interest by 5:00 p.m. Eastern Time on Friday, October 10, 2025 to Dan Kaspar, Director of Field Operations and Organizing at dan.kaspar@nteu.org.

**NTEU places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBTQ+ individuals, and persons with disabilities.**