



# memo:

\*\* PLEASE POST \*\*

TO: All PEF Offices  
FROM: Human Resources  
DATE: January 14, 2025  
RE: Vacancy

In accordance with Article 23(A) of the PEF/USW Agreement, please be advised that the following vacancy may be applied for in writing:

Position: Retirees Assistant (Retirees)  
Location: PEF Headquarters (Albany)  
Category: 6 (USW)  
Salary: \$52,383.00 – Hiring Rate (minimum)  
\$63,185.00 – Step 5 (maximum)

*PEF retains the right to increase the starting salary based on experience.*

Interested members of staff are invited to submit their resume to:

Office of Human Resources  
Public Employees Federation  
1168-70 Troy-Schenectady Road  
PO Box 12414  
Albany, NY 12212-2414  
or by e-mail to [HR@PEF.org](mailto:HR@PEF.org)

Qualifications and job description are attached.

cc: Statewide Officers  
Regional Coordinators  
Trustees  
USW 9265 President

**NYS PUBLIC EMPLOYEES FEDERATION**  
**POSITION DESCRIPTION**

**Position Title:** Retirees Assistant

**Department:** PEF Retirees Office

**Position Summary:** Coordinates and provides administrative support to PEF Retirees Organization. Responsible for daily administration of the Retirees office, including maintenance of membership records, response to member inquiries, processing program applications, and financial accounting. Works directly with the Retirees President and Executive Board to provide services and maintain information flow. Completes special projects as assigned by the Retirees President.

**Qualifications:** Minimum 3 years' experience as departmental secretary; graduate of business college; experience with WordPerfect and database software; excellent written and verbal communication skills; highly organized; able to work independently.

**Key Functions:**

- \* Maintain Retirees membership records using database and accounting programs.
- \* Receive and process membership applications.
- \* Maintain financial reports and direct payments from proper accounts.
- \* Enroll/terminate members in dental program, maintaining enrollment and financial records.
- \* Respond in person, by phone and in writing to member inquiries with accurate, current information on retirement benefits and pertinent legislative issues. May intercede on behalf of members.
- \* Assist Retirees President and Executive Board with administrative and clerical tasks; attend Board meetings, recording and transcribing minutes.
- \* Interact with outside vendors who provide benefits and/or services.
- \* Process large scale mailings.
- \* Other duties as assigned.
- \* Consistent and reliable attendance.

*\* Identifies essential function/fundamental job duty.*