



memo:

** PLEASE POST **

TO: All PEF Offices
FROM: Human Resources
DATE: June 24, 2024
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: \$50,857.00 – Hiring Rate (minimum)

\$61,345.00 – 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

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.*