



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: October 11, 2024
RE: USW 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: Office Assistant (Floating and Backup Receptionist)
** This position is contingent for 1-year as there is a hold on the item until c.o.b. September 9, 2025, pursuant to the PEF/USW collective bargaining agreement. **

Location: Headquarters – Albany, NY

Category: 3 (USW)

Salary: \$40,651.00 – Hiring Rate (minimum)
\$52,999.00 – 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 in writing 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: Office Assistant (Floating and Backup Receptionist)

Department: Executive

Position Summary: Provides coverage for the Switchboard Operator/Receptionist's breaks and absences. Performs office assistant work of a complex nature for PEF departments as assigned; general office functions; and performs related work as assigned. This item will float offices to cover any administrative office assistant, executive assistant, or similar position title needing coverage or assistance.

Qualifications: Thorough knowledge of general office practices and procedures, business English, spelling, and punctuation; ability to deal effectively with membership and elected officials; demonstrated competency in accurate word processing skills. Pleasant telephone voice; professional appearance; prompt arrival and regular attendance at work.

Key Functions:

*1. When covering for Switchboard Operator Receptionist:

- Maintain and answer switchboard including, Voice Mail duties as required. Does not leave callers on hold and unattended for longer than 20 seconds.
- Maintains an orderly and professional appearance in the reception area.
- Greets visitors.
- Notifies person(s) being visited; If more than one minute wait seems likely, offers seat, etc.
- Notifies department immediately of incoming deliveries or presence of repair or maintenance personnel, or of the occurrence and nature of any communication with building manager concerning problems with heating/air conditioning; lets supervisor know ASAP of any problem with the physical plant.
- Operates fax machine.

- *2. Answers phone, providing and receiving information concerning matters related to the assigned department.
- *3. Types letters, narrative and statistical reports, minutes, agendas etc.
- *4. Composes and prepares routine correspondence for signature.
- *5. Establishes and maintains a variety of files and records.
- *6. Maintains control files of ongoing projects.
- *7. May receive and resolve membership complaints.
- *8. May independently prepare correspondence and recurring reports for supervisor's signature.
- *9. Coordinates some office functions with other PEF departments and/or offices.
- *10. Arranges for meetings and conferences and may take notes.
- 11. Other related duties as assigned.
- *12. Consistent and reliable attendance.

**Identifies essential function/fundamental job duty.*

Created: 3/24/2024