



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: October 31, 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 I
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 I

Department: All Departments

Position Summary: Performs secretarial work of a complex nature for an elected official, department head and/or professional staff; general office functions; and performs related work as assigned.

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; shorthand skills if necessary for particular position. Legal Office Assistants in the Legal Department must pass Notary Public test.

Key Functions:

- * 1. Answers phone, providing and receiving information concerning matters related to the employing department.
- * 2. Types letters, narrative and statistical reports, minutes, agendas etc.
- * 3. Composes and prepares routine correspondence for signature.
- * 4. Establishes and maintains a variety of files and records.
- * 5. Maintains control files of ongoing projects.
- * 6. May receive and resolve membership complaints.
- 7. May independently prepare correspondence and recurring reports for supervisor's signature.
- 8. Coordinates some office functions with other PEF departments and/or offices.
- 9. May take part in the training/orientation of new employees.
- 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.*