memo:

** PLEASE POST **

TO: All PEF Offices

FROM: Human Resources

DATE: November 3, 2026

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: Associate Counsel (Legal)

Location: PEF Headquarters (Albany)

Category: 15 (USW)
Salary: $95,572.00 – Hiring Rate (minimum)
$133,411.00 - Step 7 (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: Associate Counsel

Department: Legal

Position Summary: Litigate in state and federal courts on a wide variety of employment-related matters; handle proceedings before administrative agencies; defend individual members in contractual disciplinary arbitrations; respond to legal inquiries.

Qualifications: Bachelor's Degree; Juris Doctor degree from an accredited law school (3-year post-graduate program); admission in good standing to practice before the NY and federal courts. No outside practice is permitted.

Key Functions:

1. * Under the direction of the general counsel, associate counsel responds to legal inquiries from Union officers and staff on a wide variety of topics.

2. * Litigate in State and federal courts in the areas of civil rights, labor law, and civil service law on behalf of the Union and on behalf of individual members, handle proceedings before administrative agencies.

3. * Defend individual members in disciplinary arbitrations pursuant to the collective bargaining agreement.

4. * Consistent and reliable attendance.

* Identifies essential function/fundamental job duty.

Revised 7/93