memo:

** PLEASE POST **

TO: All PEF Offices

FROM: Human Resources

DATE: October 26, 2026

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: Region 5 - Binghamton, NY

Category: 3 (USW)
Salary: $41,871.00 – Hiring Rate (minimum)
$54,589.00 – 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.*

Rev. 12.2023