



# memo:

**\*\* PLEASE POST \*\***

TO: All PEF Offices  
FROM: Human Resources  
DATE: December 9, 2025  
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 12 - Long Island, 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](mailto: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.*