



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: May 29, 2025
RE: Management/Confidential 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: Administrative Assistant
Location: Regions 10 & 11 – New York City
Category: 4 (MC)
Salary: \$60,069.00 – Hiring Rate (minimum)
\$76,100.00 – Step 5 (maximum)
Salary includes the downstate adjustment of \$5,007.00/year

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. Services for this position are required immediately.

cc: Statewide Officers
Regional Coordinators
Trustees
USW 9265 President

NYS PUBLIC EMPLOYEES FEDERATION

POSITION DESCRIPTION

Position Title:	Administrative Assistant
Department:	Field Services
Position Summary:	Under the supervision and direction of the Regional Director of Field Services, provides confidential clerical support services as needed. Acts as general office manager and supervises administrative staff for one or more field offices and is responsible for independent work on special projects related to the operations of one or more field offices.
Qualifications:	<p>Candidates must have:</p> <ul style="list-style-type: none">• Minimum of three years as a secretary.• Graduate of a business or community college.• Knowledge of general office practices and procedures.• Knowledge of email, word processing and spreadsheet software programs.• Ability to work independently.• Ability to make oral presentations and prepare correspondence in connection with special projects.
Key Functions (duties may include but will not be limited to):	<ol style="list-style-type: none">1. * Assisting the Regional Director of Field Services with the management of the offices under his/her supervision.2. * Supervise the administrative staff (e.g., review, approve or deny leave requests; review time sheets; assign work; monitor new hires performance and complete probationary reports; monitor employee performance and counsel or implement disciplinary actions when needed) in the offices that report to the Regional Director of Field Services.3. * Procure and direct temporary administrative personnel for field offices when necessary.4. * Assist the Regional Director of Field Services with special projects.5. * Perform confidential administrative assignments for the Regional Director of Field Services.

6. * Performs routine administrative assignments. (e.g. Answer phone, provide and receive information; type letters, narratives and statistical reports, minutes, agendas etc.; compose and prepare routine correspondence for signature; establish and maintain a variety of files and records; maintain control files of ongoing projects; receive and resolve membership complaints; coordinate some office functions with other PEF departments and/or offices; arrange for meetings and conferences and may take notes at meetings and conferences.).
7. * Administer petty cash account in assigned office and oversee accounts in other offices under the supervision of the Regional Director of Field Services.
8. * Perform other duties as assigned by the Regional Director of Field Services.
9. * Consistent and reliable attendance.

** Identifies essential function/fundamental job duty.*

Revised January 2001