



memo:

**** PLEASE POST ****

TO: All PEF Offices
FROM: Human Resources
DATE: June 18, 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: General Counsel
Location: PEF Headquarters (Albany, NY)
Category: 14 (MC)
Salary: \$165,979.00 – Hiring Rate (minimum)
\$202,973.00 – 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 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: General Counsel

Department: Legal

Position Summary: Supervises and administers all operations of the Legal Department; provides legal advise to Union officers and staff; litigates in state and federal courts and before administrative agencies on a wide variety of employment-related matters.

Qualifications: Juris Doctor Degree (3 year accredited law school; Bachelor's Degree); admission in good standing to NY and federal courts; minimum of 5 years' litigation experience in labor and related legal fields. No outside practice permitted.

Key Functions:

- * 1. Advises Union leadership on all legal and contractual matters.
- * 2. Responds to legal inquiries from Union officers and staff on a wide variety of topics.
- * 3. Reviews and makes decisions on all requests for legal representation from the Union's members.
- * 4. Handles litigation in federal and state courts and before administrative agencies involving labor law, civil rights and constitutional law, civil service and employment law on behalf of the Union and individual members.
- * 5. Hires and supervises legal staff (attorneys, law clerks, secretaries).
- * 6. Administers legal department.
- * 7. Hires and supervises retained counsel to provide specialized legal services when needed.
- * 8. Consistent and reliable attendance.
- * *Identifies essential function/fundamental job duty.*