



# memo:

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

TO: All PEF Offices  
FROM: Human Resources  
DATE: November 3, 2022  
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: \$74,800.00 – Hiring Rate (minimum)  
\$116,840.00 - 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](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:** 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