



KATHY HOCHUL  
Governor

**State  
Police**

STEVEN A. NIGRELLI  
Acting Superintendent

**POSTING DATE: 09/22/2023**

**APPLICATION DUE BY: 10/02/2023**

**Title:** Office Assistant 1 (Stores/Mail)  
Starting Salary: \$34,152.00

**Location:** Troop D Headquarters  
Oneida, New York 13421  
Madison County

**Grade:** 6

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** CSEA Administrative

**DUTIES:**

- Assist the Office Assistant 2 (Stores/Mail) in receiving, examining and accounting for incoming materials; i.e., equipment, supplies, forms, etc.
- Unload trucks and stock shelves
- Make deliveries of various supplies and equipment throughout the Troop as directed.
- Assist the Office Assistant 2 (Stores/Mail) in the preparation of various records, reports and inventories of equipment and supplies as required.
- Assist the Office Assistant 2 (Stores/Mail) in the maintenance, care and upkeep of the Quartermaster area.
- Perform the duties of the Office Assistant 2 (Stores/Mail) during his absence.
- Perform such other duties as may be assigned by supervisory personnel.

**MINIMUM QUALIFICATION**

- Must be able to physically perform the tasks of the position and understand and carry out written and oral instructions.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

**HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit, OA1 Stores/Mail*