



**State
Police**

KATHY HOCHUL
Governor

KEVIN P. BRUEN
Superintendent

POSTING DATE: 11/16/2021

APPLICATION DUE BY: 11/26/2021

Title: Office Assistant 1 (Stores/Mail)
Starting Salary: \$31,870.00

Location: Troop G Headquarters
Latham, New York 12110
Albany 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 QUALIFICATIONS:

- Ability to perform all the duties of the position including manual labor.

HOW TO APPLY:

Kindly submit via U.S. Mail, FAX, or E-Mail a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources
Attention: Civilian Hiring Unit
New York State Police
Building 22
1220 Washington Avenue
Albany, NY 12226

Phone: 518-457-3840

Fax: 518-485-2293

Email: personnel@troopers.ny.gov