



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 05/24/2023

APPLICATION DUE BY: 06/03/2023

Title: Office Assistant 1 (Keyboarding) – 3 Vacancies
Starting Salary: \$34,152.00

Location: Division Headquarters – Benefits Administration Unit
Division Headquarters – Sworn Member Hiring Unit
Division Headquarters – Traffic Section
Albany, New York 12226
Albany County

Salary Grade: 6

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: CSEA Administrative

DUTIES:

- Receive and organize work to be typed and determine document format.
- Type correspondence, documents, records and other written material in final or draft using handwritten or rough drafts, marked copy, oral records and data from other sources.
- Use software packages, such as standard word processing, spreadsheet, electronic mail, database management, desktop publishing and integrated software packages.
- Use printers and printing software to produce final documents.
- Prepare standard reports by accessing data bases and formatting required data.
- Review work to ensure conformance with accepted office practices including correct layout, spelling, punctuation, and grammar; explains any problems to author; and discusses possible solutions.
- Clean and maintain equipment and resolve routine problems with equipment and systems.

MINIMUM QUALIFICATIONS:

- HS Diploma or equivalent. A typing performance test will be required for those employees outside of the Office Assistant (Keyboarding) title series.

Preference will be given to those candidates that can demonstrate experience in an office setting.

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

Place in the Subject line: *Attention: Non-Sworn Hiring Unit*