



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 05/22/2023

APPLICATION DUE BY: 06/01/2023

Title: Office Assistant 2 (Keyboarding)
Starting Salary: \$40,193.00

Location: Troop A, Zone 1, SP Lockport
Lockport, New York 14094
Niagara County

Salary Grade: 9

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 and assigns work to staff, as required.
- Perform complicated clerical processing and record maintenance activities utilizing word processing packages, spreadsheets, database programs and desktop publishing software.
- Perform a variety of office support activities.
- Supervise staff assigned to keyboarding and clerical activities.

MINIMUM QUALIFICATIONS:

- One year in a position allocated SG-6 or higher

OR

- HS Diploma and one year of experience in an administrative support role, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or management of an office.

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*