



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 09/14/2023

APPLICATION DUE BY: 09/29/2023

Title: Communications Specialist (State Police), SG-12
Trainee 1, SG-8, Starting Salary: \$46,886.00
Trainee 2, SG-10, Starting Salary: \$52,146.00
Communications Specialist (State Police), SG-12, Starting Salary: \$55,020.00

Location: Various

Salary Grade: 12

Employment Type: Full-Time

Work Days: Various

Communications Specialists (State Police) provide twenty-four hour a day, seven-day a week communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public. The Communications Specialist (State Police) position is a two-year traineeship leading to a Communications Specialist (State Police), SG-12. The Communications Specialist (State Police) position starts as a Communications Specialist Trainee 1 (State Police), which is equivalent to an SG-8. After successful completion of one (1) year at the Trainee 1 Level, the Communications Specialist (State Police) is advanced to Trainee 2, which is equivalent to an SG-10. Upon successful completion of one (1) year at the Trainee 2 Level, the Communications Specialist (State Police) will then be eligible for advancement to an SG-12. All advancements in the Communications Specialist (State Police) traineeship position are predicated upon satisfactory performance and obtaining the required certifications.

DUTIES:

- Answer telephone calls for service, both emergency and non-emergency, identify scope and type of assistance needed, and relay information to appropriate personnel for handling.
- Apply Emergency Medical Dispatch System when required.
- Provide weather and road condition information.
- Provide first-line troubleshooting for telephone systems and initiate repairs when required.
- Operate and maintain digital tape logging devices utilized in recording radio and telephone transmissions.

- Monitor all radio equipment and frequencies in dispatch area.
- Operate and understand the technical operation of fixed and mobile communications equipment.
- Operate paging systems.
- Operate networked and standalone computer equipment, handle problems encountered with computer software and hardware, and initiate repair procedures.
- Maintain inventory and repair file databases, and computerized and handwritten logs.

MINIMUM QUALIFICATIONS:

- High school graduate.
- Successful completion of a job-related examination.
- Must be able to work all hours, holidays and weekends.

(Successful completion of a one-year probation period will result in an automatic promotion to Communications Specialist Trainee 2 (State Police), SG-10. Successful completion of a one-year probation period at the Communications Specialist Trainee 2 (State Police), SG-10, and completed certification in Emergency Medical Dispatch (EMD) and the Basic Communicator Course will result in automatic promotion to Communications Specialist (State Police), SG-12.)

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.

LOCATIONS:

Troop B, Zone 3, SP Lewis

702 Stowersville Road
Lewis, New York 12950
Essex County

Troop C Headquarters

823 State Route 7
Unadilla, New York 13849
Delaware County

Troop K Headquarters

2541 Route 44
Salt Point, New York 12578
Dutchess County

HOW TO APPLY:

Kindly send a letter of intent, complete resume and proof of education to:

Email: personnelresumes@troopers.ny.gov

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

****Please include in the subject line of the email which Troop locations you are interested in.****