



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 09/14/2023

APPLICATION DUE BY: 09/24/2023

Title: Office Assistant 1
Starting Salary: \$34,152.00

Location: Division Headquarters – Filing Unit
1220 Washington Avenue, Building 22
Albany, New York 12226
Albany County

Salary Grade: 6

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: CSEA Administrative

DUTIES:

- Maintain records and files.
- Receive, screen, review and verify documents.
- Search for and compile information and data.
- Answer questions about the activities of the organization orally or by correspondence.
- Prepare and/or issue documents and/or verify the validity of documents.

MINIMUM QUALIFICATIONS:

- HS Diploma or equivalent.

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, complete resume and proof of education to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit, Office Assistant 1*