



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 09/15/2023

APPLICATION DUE BY: 09/25/2023

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

Locations: Troop C Headquarters
823 State Route 7
Unadilla, New York 13849
Delaware County

Salary Grade: 9

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: CSEA Administrative

DUTIES:

- Perform complicated clerical processing and maintenance activities.
- Answer questions about the activities of the organization orally or by correspondence.
- Prepare and/or issue documents and/or verify the validity of documents.
- Supervise clerical support staff who perform more routine clerical tasks.

MINIMUM QUALIFICATIONS:

- One year in a Salary Grade 6 position 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, Office Assistant 2 Troop C*