



**State
Police**

KATHY HOCHUL
Governor

STEVEN A. NIGRELLI
Acting Superintendent

POSTING DATE: 09/12/2023

APPLICATION DUE BY: 09/22/2023

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

Locations: Division Headquarters – Pistol Permit Bureau
Albany, New York 12226
Albany County

Salary Grade: 9

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: CSEA Administrative

DUTIES:

- Answer incoming telephone calls and forward as appropriate.
- Review submissions from various sections of eJustice NY Portal pertaining to Pistol Permit Bureau/Assault Weapon Registration/Mental Health Law/Involuntary Mental Health Law.
- Initiate MHL/IMHL Procedure.
- Compare, research, evaluate, analyze, and process all MHL/IMHL cases reported through eJustice NY Portal utilizing multiple databases including Pistol Permit Bureau (PPB) & Portal following specific NY Safe Act protocol.
- Research possible matches to obtain a 6-point confirmation.
- Perform additional research to confirm/deny active Pistol Permit holder and or Assault Weapon Registration.
- Maintain communication with outside agencies, including courts, other law enforcement agencies and agencies associated with confirming information pertaining to clarification of subject reported in eJustice NY portal.
- Maintain accurate case notes and files for review.
- Prepare all paperwork for proper notification to counties for supervisory review.

- Train and assist other staff and new employees in learning and following all operating procedures.
- Review, process, and distribute mail, email & faxes received.
- Scan and file any MHL/IMHL/AWR or Ammunition paperwork.
- Assist other departments within PPB when needed.
- Enter and verify Pistol License/Firearm data from various source documents to PPB database and or eJustice NY Portal using appropriate formats and codes.
- Perform additional research to make a “recertify” determination and consult with supervisors when assistance is needed to make determinations, address discrepancies and/or problematic records.
- Compare or reconcile new Pistol License/Firearm information against existing database records ensuring the new data adheres to pistol permit guidelines.

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 PPB*