



**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 – Operations  
Albany, New York 12226  
Albany County

**Salary Grade:** 9

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** CSEA Administrative

**DUTIES:**

- Receive, research, and respond to portal messages sent from Counties, Agencies, and New York State Police (NYSP).
- Communicate with NYSP Members regarding pistol permits and serial numbers.
- Monitor D-Form mailbox – receive and enter D-forms sent in by NYSP Members.
- Appropriately pull and file Pistol Permit Bureau (PPB) 1D-forms when members retire.
- Check for matches when Destructions are entered and respond to email with how many hits there are, if any.
- Check records listing lost/stolen firearms to make sure the entry has been made into the NYSP Portal.
- Entering lost/stolen/recovered firearms into NYSP's PPB/Portal.
- Review NYSPIN alarms in PPB – If there is a match, send a letter to the reporting agency letting them know a weapon they reported as lost/stolen has been registered in NYS.
- Review NCIC alarms in the Portal - If there is a match, send a letter to the reporting agency letting them know a weapon they reported as lost/stolen has been registered in NYS.

- Respond to inquiries via e-mail, fax, phone calls regarding pistol licenses and serial numbers.
- Monitor Park Police mailbox and research pistol permit checks for New York State Park Police.
- Review and process amendments – return to county if necessary.
- Review and process applications – return to county if necessary.
- Make corrections in PPB when necessary.
- Complete any other tasks assigned by supervisors, Sergeants and Lieutenant.

**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](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:**

*Attention: Non-Sworn Hiring Unit, Office Assistant 2 PPB Operations*