



**State  
Police**

**KATHY HOCHUL**  
Governor

**DOMINICK L. CHIUMENTO**  
Acting Superintendent

**POSTING DATE: 11/20/2023**

**APPLICATION DUE BY: 11/30/2023**

**Title:** Office Assistant 2 (Keyboarding)  
Starting Salary: \$40,193.00

**Locations** Central Records Bureau  
Albany, New York 12203  
Albany County

Division Headquarters – Office of Human Resources  
Benefits Administration Unit  
Albany, New York 12226  
Albany County

Troop T, Zone 1, SP Tarrytown  
55 Van Wart Avenue  
Tarrytown, New York 10591  
Westchester County

**Salary Grade:** 9

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** CSEA Administrative

**DUTIES:**

- Receive and organize work to be typed and determine document format and assigns work to staff, as required.
- Perform complicated clerical processing and record maintenance activities utilizing word processing packages, spreadsheets, database programs and desktop publishing software.
- Perform a variety of office support activities.
- Supervise staff assigned to keyboarding and clerical activities.

### **MINIMUM QUALIFICATIONS:**

- One year in a Salary Grade 6 position or higher,

OR

- High School 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.

A typing performance test will be required for those employees outside of the Office Assistant (Keyboarding) title series.

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, OA2KB*

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