



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Acting Superintendent

**POSTING DATE: 03/25/2024**

**APPLICATION DUE BY: 04/04/2024**

**Title:** Office Assistant 3 (Human Resources)  
Starting Salary: \$53,403.00

**Location:** Division Headquarters – Office of Human Resources  
Leave and Attendance Unit  
Albany, New York 12226  
Albany County

**Salary Grade:** 14

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** M/C

The Office Assistant 3 (Human Resources) position is in the non-competitive class and will be filled through the review of a résumé and a personal interview process. An Office Assistant 3 (Human Resources) functions as a paraprofessional who performs a wide variety of administrative activities and tasks in support of a professional and/or technical position within the Division.

### **DUTIES**

- Responsible for providing supervision, training and guidance to employees within the Human Resources-Benefits Administration Leave and Attendance Unit.
- Coordinate and assist with leave and attendance activities/programs associated with LATS (Leave and Accrual Tracking System).
- Assist with new employee orientation. Present time and attendance information at training as required.
- Respond to emails, phone calls and other inquiries regarding leave and attendance procedures and LATS as they pertain to negotiated contracts and Civil Service Leave and Attendance guidelines.
- Responsible for the preparation of payroll transactions for employees including, but not limited to, retirements, sick leave at half pay, leave without pay, suspensions, maternity and military leave.
- Assist Troop Leave Units with training and inquiries associated with daily leave and attendance procedures.

- Responsible for other employee programs such as Leave Donation, Voluntary Reduction in Work Schedule, FMLA, Maternity and Military benefits.
- Conduct audits of leave usage on a regular basis and provide reports as requested.
- Assume other administrative tasks as assigned by the Human Resources Specialist 1 – Leave Unit or Human Resources Specialist 2– Benefits Administration Unit.

### **MINIMUM QUALIFICATIONS**

- One year of permanent service at a Salary Grade 9 or higher level clerical position,  
OR
- Two years of permanent service at a Salary Grade 6 clerical position,  
AND
- Must have appropriate clerical skills, knowledge of Division policy and proper office procedures.

### ***Preference will be given to candidates who have:***

- Familiarity with Division's current leave and attendance policies as negotiated.
- Demonstrated interpersonal skills and are able to work independently following established guidelines.
- Familiarity of the Division's organizational structure, policies, procedures; have the ability to gather appropriate data/information.
- Familiarity of the Division's Leave and Accrual Tracking Systems (LATS).
- Knowledge of Division standard computer software, e.g., Microsoft Word, Microsoft Access, Microsoft Excel and Outlook.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the 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:** *OA3 HR*