



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 04/15/2024

APPLICATION DUE BY: 07/14/2024

Title: Communications Specialist 1 (State Police), SG-12
Trainee 1, SG-8, Starting Salary: \$48,294.00
Trainee 2, SG-10, Starting Salary: \$53,708.00
Communications Specialist 1 (State Police), SG-12, Starting Salary: \$59,757.00

Location: Various

Salary Grade: 12

Employment Type: Full-Time

Work Days: Various

Communications Specialists (State Police) provide twenty-four hour a day, seven-day a week communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public. The Communications Specialist (State Police) position is a two-year traineeship leading to a Communications Specialist (State Police), SG-12. The Communications Specialist (State Police) position starts as a Communications Specialist Trainee 1 (State Police), which is equivalent to an SG-8. After successful completion of one (1) year at the Trainee 1 Level, the Communications Specialist (State Police) is advanced to Trainee 2, which is equivalent to an SG-10. Upon successful completion of one (1) year at the Trainee 2 Level, the Communications Specialist (State Police) will then be eligible for advancement to an SG-12. All advancements in the Communications Specialist (State Police) traineeship position are predicated upon satisfactory performance and obtaining the required certifications.

DUTIES

- Answer telephone calls for service, both emergency and non-emergency, identify scope and type of assistance needed, and relay information to appropriate personnel for handling.
- Apply Emergency Medical Dispatch System when required.
- Provide weather and road condition information.
- Provide first-line troubleshooting for telephone systems and initiate repairs when required.
- Operate and maintain digital tape logging devices utilized in recording radio and

telephone transmissions.

- Monitor all radio equipment and frequencies in dispatch area.
- Operate and understand the technical operation of fixed and mobile communications equipment.
- Operate paging systems.
- Operate networked and standalone computer equipment, handle problems encountered with computer software and hardware, and initiate repair procedures.
- Maintain inventory and repair file databases, and computerized and handwritten logs.

MINIMUM QUALIFICATIONS

- High school graduate.
- Successful completion of a job-related examination.
- Must be able to work all hours, holidays and weekends.

(Successful completion of a one-year probation period will result in an automatic promotion to Communications Specialist Trainee 2 (State Police), SG-10. Successful completion of a one-year probation period at the Communications Specialist Trainee 2 (State Police), SG-10, and completed certification in Emergency Medical Dispatch (EMD) and the Basic Communicator Course will result in automatic promotion to Communications Specialist (State Police), SG-12.)

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

LOCATIONS

Troop A Headquarters

4525 West Saile Drive
Batavia, New York 14020
Genesee County

Troop B, Zone 3, SP Lewis

702 Stowersville Road
Lewis, New York 12950
Essex County

Troop C Headquarters

823 State Route 7
Unadilla, New York 13849
Delaware County

Troop D Headquarters

261 Genesee Street
Oneida, New York 13421
Madison County

Troop E Headquarters

1569 Rochester Road
Farmington, New York 14425
Ontario County

Troop F Headquarters

55 Crystal Run Road
Middletown, New York 10941
Orange County

Troop G Headquarters

760 Troy Schenectady Road
Latham, New York 12110
Albany County

Hudson Valley Traffic Management Center

200 Bradhurst Avenue
Hawthorne, New York 10532
Westchester County

Troop K Headquarters

2541 Route 44
Salt Point, New York 12578
Dutchess County

Troop L Headquarters

7140 Republic Airport
East Farmingdale, New York 11735
Suffolk County

Troop NYC Headquarters

36 Thomas Street
New York, New York 10007
New York County

HOW TO APPLY:

Kindly send a letter of intent, complete resume and proof of education to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Communications Specialist*

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