



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Acting Superintendent

**POSTING DATE: 04/01/2024**

**APPLICATION DUE BY: 04/11/2024**

**Title:** Office Assistant 1  
Starting Salary: \$35,177.00

**Locations:** Troop B Headquarters  
Ray Brook, New York 12977  
Essex County

Troop E Headquarters  
Farmington, New York 14425  
Ontario County

**Grade:** 6

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** CSEA Administrative

### **DUTIES**

- Maintain records and files.
- Receive, screen, review and verify documents.
- Search for and compile information and data.
- Answer questions about the activities of the organization orally or by correspondence.
- Prepare and/or issue documents and/or verify the validity of documents.

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent.

Preference will be given to those candidates that can demonstrate experience in an office setting.

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, complete resume, and proof of education to:

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

**Place in the Subject line:** *OA1*

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