



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 11/25/2024

APPLICATION DUE BY: 12/05/2024

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

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

Troop C Headquarters
Unadilla, New York 13849
Delaware 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

Place in the Subject line: OA1

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

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.