



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 12/30/2024

APPLICATION DUE BY: 01/20/2025

Title: Public Information Specialist 1
Starting Salary: \$65,001.00

Locations: Troop T Headquarters
Albany, New York 12209
Albany County

Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

DUTIES

Under the supervision of the Troop Administrative Captain and/or First Sergeant, the Troop T Public Information Specialist will:

- Responsible for implementing NYS Police public information program for Troop T.
- Prepare and write press releases.
- Respond to media inquiries; conduct and/or set up interviews with reporters.
- Collaborate with the NYS Thruway Communications Office on messaging for significant events.
- Assist Division Public Information Office with the creation of content for social media channels, which may include shooting and editing photographs and video.
- Assist Troop Commander and commissioned officers with media relations.
- Assist with planning and provide staff assistance for special events including news conferences, interviews, ceremonies, and other events as needed.
- Prepare speeches and talking points for Troop Commander and commissioned officers.

- Any other duties assigned by the Troop Commander and/or the Division Director of Public Information.

MINIMUM QUALIFICATIONS

- Six (6) years of experience in public relations, social media, and digital communications.

Associate's, bachelor's, or master's degree in Communications, English, Public Relations, Social Media, Digital Communications, or similar degree, substitutes for two, four, or five years of experience.

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 transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Public Information Specialist 1*

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.