



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 01/30/2025

APPLICATION DUE BY: 02/09/2025

Title: Administrative Assistant 1
Starting Salary: \$46,608.00

Location: Division Headquarters – Employee Relations
Albany, New York 12226
Albany County

Salary Grade: 11

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: M/C

DUTIES

- Handle incoming and outgoing correspondence for the Assistant Deputy Superintendent – Office of Employee Relations. Prepare replies to correspondence as directed by Employee Relations staff. Circulate, reroute, and/or record correspondence in electronic log and tickle as necessary for future action. Proof-read correspondence prepared by other Sections for executive-level signature.
- Coordinate and schedule meetings consistent with the appointment schedule of the Assistant Deputy Superintendent – Office of Employee Relations, arrange appropriate meeting space, notify participants, and prepare associated materials.
- Make travel arrangements when necessary, including the scheduling of airline flights, lodging, and prepare travel-related paperwork.
- Answer phones, trouble-shoot/re-route calls, and produce electronic phone messages for Office of Employee Relations staff; provide back-up phone service for other Sections including, but not limited to, Office of the Superintendent.
- Maintain records for employee organizational leave (EOL) utilized by members of all sworn and non-sworn collective bargaining units, prepare EOL notifications to the field, record, and type minutes of labor/management meetings.
- Prepare monthly reconciliation reports of EOL, monthly report of NYSPIA members paying PBA dues and quarterly cost letters for union members on full release.

- Process all incoming/outgoing electronic training orders received in the Office of Employee Relations for approval and signature.
- Demonstrate professionalism and confidentiality consistent with working in an executive-level office environment.
- Type and mail condolence letters from the Superintendent for all Line of Duty Deaths throughout the country.
- Perform other duties as directed by Employee Relations staff.

MINIMUM QUALIFICATIONS

- One (1) year permanent service as a New York State employee with one (1) year service in a title allocated SG-6 or higher,

OR

- High School diploma and two (2) years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office.

Please Note: A typing performance test will be required for those interested employees outside of the Office Assistant 1 (Keyboarding) title series.

Candidates must have appropriate clerical skills, knowledge of proper office procedures, including experience with conventional and electronic data filing systems, be proficient in the operation of personal computers and various software including Microsoft Word, Outlook, Access, and Excel.

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, proof of education and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: AA1

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.