



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 01/06/2025

APPLICATION DUE BY: 01/27/2025

Title: Senior Administrative Analyst
Starting Salary: \$65,001.00

Location: Division Headquarters – Planning, Research and Development
Section
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

DUTIES

- Review, develop, design and prepare Division forms, reports, and templates for related content areas.
- Produce forms and pamphlets for downloading from Internet and Intranet websites.
- Prepare written internal and external correspondence as required.
- Assist with updating and publishing of Division manuals, guides, MOUs, and forms.
- Prepare or coordinate production of reports or other relevant information as requested.
- Prepare memoranda and correspondence and other forms of documentation as required.
- Make routine/daily updates to the Division Intranet and Internet as required.
- Routinely review website content for quality and timeliness and validate links.
- Stay current with and respond to state website mandates.
- Review content and associated links submitted by users for consistency with Division publishing standards and philosophy.

- Delete, rename, and maintain folders, storage areas, and make decisions regarding changes that will affect these items and the content portions of the internal.
- Develop and maintain a working knowledge of new and existing publishing software, and physical/electronic document management systems. Systems may include, but not limited to: Adobe Acrobat, Microsoft Word, Microsoft Publisher, Microsoft Excel, Microsoft Teams, Kofax Power PDF Advanced, WebEx, Zoom.
- Perform other duties and assignments as directed by the Major, Planning, Research and Development Section.

MINIMUM QUALIFICATIONS

- One (1) year of permanent service in a SG-13 position or higher,

OR

- Six (6) years of experience in an administrative setting.

Please note: a Bachelor's Degree may substitute for four (4) years of experience; A Master's Degree may substitute for an additional year of experience.

Preference may be given to candidates that can clearly demonstrate:

- Experience creating and editing forms using Adobe Pro or other comparable software;
- Working knowledge of Adobe Pro, MS Visio, advanced MS Excel, Kofax Power PDF Advanced and Java Script;
- College level coursework in writing, research and analysis, and/or form creation and design.

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: *Senior Admin Analyst*

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.