



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Superintendent

**POSTING DATE: 03/12/2025**

**APPLICATION DUE BY: 03/22/2025**

**Title:** Office Assistant 2 (Calculations)  
Starting Salary: \$41,399.00

**Location:** Office of Human Resources – Finance Section  
Division Headquarters

**Grade:** 9

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** CSEA Administrative

### **DUTIES**

- Perform complicated numerical tasks using accepted account keeping, auditing, statistical, payroll or other procedures in which mathematical calculations are fundamental.
- Process transactions which require mathematical calculations and knowledge of the program area where assigned utilizing a calculator, adding machine or computer terminal.
- Prepare reports composed of both narrative and numerical information.
- May supervise clerical support staff who perform more routine numerical tasks.

### **MINIMUM QUALIFICATION**

- One year in a Salary Grade 6 position or higher,

OR

- High School Diploma and one year of experience in an administrative support role, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or management of an office.

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:** *OA2 Finance*

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](mailto:personnel@troopers.ny.gov).