



POSTING DATE: 03/07/2025

APPLICATION DUE BY: 05/05/2025

Title: Communications Specialist 1 (State Police), SG-12
Trainee 1, SG-8, Starting Salary: \$49,743.00
Trainee 2, SG-10, Starting Salary: \$55,322.00
Communications Specialist 1 (State Police), SG-12, Starting Salary: \$58,370.00

Location: Various

Salary Grade: 12

Employment Type: Full-Time

Work Days: Various

Communications Specialists (State Police) provide twenty-four hour a day, seven-day a week communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public. The Communications Specialist (State Police) position is a two-year traineeship leading to a Communications Specialist (State Police), SG-12. The Communications Specialist (State Police) position starts as a Communications Specialist Trainee 1 (State Police), which is equivalent to an SG-8. After successful completion of one (1) year at the Trainee 1 Level, the Communications Specialist (State Police) is advanced to Trainee 2, which is equivalent to an SG-10. Upon successful completion of one (1) year at the Trainee 2 Level, the Communications Specialist (State Police) will then be eligible for advancement to an SG-12. All advancements in the Communications Specialist (State Police) traineeship position are predicated upon satisfactory performance and obtaining the required certifications.

DUTIES

- Answer telephone calls for service, both emergency and non-emergency, identify scope and type of assistance needed, and relay information to appropriate personnel for handling.
- Apply Emergency Medical Dispatch System when required.
- Provide weather and road condition information.
- Provide first-line troubleshooting for telephone systems and initiate repairs when required.
- Operate and maintain digital tape logging devices utilized in recording radio and telephone transmissions.
- Monitor all radio equipment and frequencies in dispatch area.
- Operate and understand the technical operation of fixed and mobile communications

equipment.

- Operate paging systems.
- Operate networked and standalone computer equipment, handle problems encountered with computer software and hardware, and initiate repair procedures.
- Maintain inventory and repair file databases, and computerized and handwritten logs.

MINIMUM QUALIFICATIONS

- High school graduate.
- Successful completion of a job-related examination.
- Must be able to work all hours, holidays and weekends.

(Successful completion of a one-year probation period will result in an automatic promotion to Communications Specialist Trainee 2 (State Police), SG-10. Successful completion of a one-year probation period at the Communications Specialist Trainee 2 (State Police), SG-10, and completed certification in Emergency Medical Dispatch (EMD) and the Basic Communicator Course will result in automatic promotion to Communications Specialist (State Police), SG-12.)

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

LOCATIONS

Troop B Headquarters

1097 State Route 86
Ray Brook, New York 12977
Essex County

Troop C Headquarters

823 State Route 7
Unadilla, New York 13849
Delaware County

Troop F Headquarters

55 Crystal Run Road
Middletown, New York 10941
Orange County

Troop G Headquarters

760 Troy Schenectady Road
Latham, New York 12110
Albany County

Hudson Valley Traffic Management Center

200 Bradhurst Avenue
Hawthorne, New York 10532
Westchester County

Troop K Headquarters

2541 Route 44
Salt Point, New York 12578
Dutchess County

Troop L Headquarters

7140 Republic Airport
East Farmingdale, New York 11735
Suffolk County

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: *Communications Specialist*

****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.