



POSTING DATE: 4/15/2025

APPLICATION DUE BY: 4/25/2025

Title: Office Assistant 1 (Keyboarding)
Starting Salary: \$36,232.00

Location: Troop C
Violent Gang Narcotics Enforcement Team (VGNET)
Johnson City, New York 13790
Broome County

Salary Grade: 6

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: CSEA Administrative

DUTIES

- Receive and organize work to be typed and determine document format.
- Type correspondence, documents, records and other written material in final or draft using handwritten or rough drafts, marked copy, oral records and data from other sources.
- Use software packages, such as standard word processing, spreadsheet, electronic mail, database management, desktop publishing and integrated software packages.
- Use printers and printing software to produce final documents.
- Prepare standard reports by accessing data bases and formatting required data.
- Review work to ensure conformance with accepted office practices including correct layout, spelling, punctuation, and grammar; explains any problems to author; and discusses possible solutions.
- Clean and maintain equipment and resolve routine problems with equipment and systems.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent. A typing performance test will be required for those employees outside of the Office Assistant (Keyboarding) title series.

Preference will be given to those candidates that can demonstrate experience in an office setting.

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

HOW TO APPLY:

Kindly send a cover letter, complete resume, and proof of education to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *OA1KB*

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.