



POSTING DATE: 04/22/2025

APPLICATION DUE BY: 05/13/2025

Title: Senior Administrative Analyst
Starting Salary: \$66,951.00

Location: Division Headquarters - Commercial Gaming Unit - BCI
Albany, New York 12226
Albany County

Salary Grade: 18

Employment Type: Full-Time

Work Days: Monday through Friday

Union Representation: PS&T

DUTIES:

Under the direct supervision of a Senior Investigator in the Commercial Gaming unit, the incumbent of this position will:

- Perform research and analytical functions in support of Commercial Casino background investigations being prepared by Investigators and/or Auditors.
- Interact with counterparts in law enforcement organizations and intelligence units for the purpose of gathering and sharing information related to casino activities as well as applicant background investigations.
- Access data sources, as in Accurant and Equifax, extract and validate relevant data and assemble that information into written communication for background reports on casino applicants and casino venders.
- Assemble, collate, analyze and interpret incoming reports received from other gaming and investigative agencies.
- Monitor internal and external gaming associated database systems and recommend additions and/or modifications.
- Establish and maintain contacts with counterparts in other law enforcement, gaming and intelligence units for securing, validating and disseminating information.

- Prepares tables, graphs, fact sheets, and written reports summarizing research results using Microsoft Word and Excel.
- Identifies issues or problems with data by addressing factors that affect results of research and analysis.
- Coordinates information flow within office ensuring uniformity of office policies and procedure and resolve administrative and operational problems.
- Complete other duties as assigned by Gaming Detail Supervisors.

MINIMUM QUALIFICATIONS:

- 1 year of permanent service in an administrative Grade 14 or higher position

OR

- 6 years of professional, administrative experience identifying and solving administrative and management problems; a Bachelor's Degree may be substituted for 4 years of experience; a Master's degree may be substitute for an additional year of experience.

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 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.