



POSTING DATE: 5/6/2025

APPLICATION DUE BY: 5/16/2025

Title: Office Assistant 2 (Keyboarding)
Starting Salary: \$42,641.00

Location: Troop T, Zone 3, SP Syracuse
Syracuse, New York 13235
Onondaga County

Salary Grade: 9

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: CSEA Administrative

DUTIES

- Receive and organize work to be typed and determine document format and assigns work to staff, as required.
- Perform complicated clerical processing and record maintenance activities utilizing word processing packages, spreadsheets, database programs and desktop publishing software.
- Perform a variety of office support activities.
- Supervise staff assigned to keyboarding and clerical activities.

MINIMUM QUALIFICATIONS

- 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.

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 transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *OA2KB*

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.