



POSTING DATE: 1/5/2026

APPLICATION DUE BY: 2/4/2026

Title: State Police Security Specialist 1
Starting Salary: \$44,563.00

Location: New York State Intelligence Center (NYSIC)
East Greenbush, New York 12061
Rensselaer County

Salary Grade: 8

Employment Type: Full-Time

Work Days: Various

Union Representation: NYSCOPBA

The single most essential facet of a building security plan is the ability to screen and monitor deliveries, mail, vehicles and people prior to their gaining access into State Government Buildings. The incumbent of this position will be the first line of security for the New York State Intelligence Center (NYSIC).

DUTIES

- Ensure the timely submittal of all required activity reports. Review reports and ascertain that reports are accurate and prepared in an acceptable manner, according to Division procedure.
- Regularly inspect Security Services and other departmental equipment. Initiate necessary actions to maintain the cleanliness and safe operation of equipment. Report missing or damaged equipment to a supervisor.
- Operate various types of screening equipment as needed.
- Coordinate with NYSIC personnel to check delivery documents and loads.
- Conduct secondary checks of individuals entering the building, reporting suspicious activity to a supervisor.
- Responsible for identifying dangerous objects in parcels, on personnel, and equipment entering the building and reporting issues to a supervisor.
- Develop aptitude for utilizing screening techniques that distinguish between types of materials and be able to distinguish between illegal and prohibited items and seize illegal items.
- Participate in training and use discretion to make decisions regarding materials or questionable packages being brought into the building. Make determinations

regarding the need to delay or detain packages or persons for K-9 searches or for further processing.

- Conduct daily inspections and testing of equipment and discern level of operability as needed.
- Participate in training in weapon concealment techniques and apply confidential knowledge to daily screening duties.
- Maintain awareness of notices and bulletins regarding fraudulent identification and be able to apply learned techniques to identify fraudulent identification.
- Maintain awareness regarding scheduling of large groups, visitors, and deliveries on the property.
- Conduct interior and exterior visual checks of building and surrounding property reporting suspicious activity and safety concerns to supervisor.
- Be knowledgeable of laws associated with possible illegal activities on State property (i.e. activities related to activist groups – disorderly conduct, obstructing governmental administration, trespass); assess the need for additional staff or presence of sworn officers.
- Take appropriate action to physically restrain persons creating an immediate risk to persons or property.

MINIMUM QUALIFICATIONS

- Be at least 18 years old and possess a high school diploma, GED or equivalent.
- Possess a valid New York State Driver's License.
- Must be certified physically fit to perform the duties of this position.
- **Preference will be given to candidates that currently possess a valid security license.**

Minimum qualifications must be met by the closing date of the posting.

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: *SPSS1*

Applicants must clearly demonstrate satisfaction of the minimum qualifications as described in the job posting by including this information in their resume; credit will not be given for experience or education that is not listed directly on the resume (e.g. in a cover letter or other supporting application materials). All statements are subject to verification, including transcript review.

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.