



**POSTING DATE: 05/05/2026**

**APPLICATION DUE BY: 05/15/2026**

**Title:** Office Assistant 1 (Temporary)  
Starting Salary: \$17.35/hour

**Location:** Division Headquarters – Division Personnel Office  
Albany, New York 12226  
Albany County

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** CSEA Administrative

Under the supervision of an Office Assistant 3, SG-14, or a Human Resources Specialist 1, SG-18, the incumbent of this position will be responsible for:

**DUTIES:**

- Filing printed paperwork.
- Converting recruit files into official employee files.
- Handling Troop/Detail records for retired personnel.
- Preparing outdated records for transfer to the records center.
- Alphabetizing various documents, forms and correspondence.
- Performing related clerical tasks as needed to maintain the integrity and accessibility of personnel records.
- May occasionally be required to lift and carry boxes up to 50 pounds.

**MINIMUM QUALIFICATIONS:**

- HS Diploma or equivalent.

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 (High School Diploma or Equivalency) to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *OA1 Personnel*

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 will not offer permanent employment to any candidate unless the candidate provides documentation that they are authorized to accept work in the United States on a permanent basis. It is the policy of the New York State Police not to hire F1 or H1 visa holders for permanent employment or to sponsor non-immigrant aliens for temporary work authorization visas or for permanent residence.

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 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](mailto:personnel@troopers.ny.gov).