NEW YORK STATE | Division of State Police

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 07/03/2026 **APPLICATION DUE BY: 07/13/2026**

Title:	Administrative Assistant 1 Starting Salary: $47,695.00
Location:	Division Headquarters – Field Command Albany, New York 12226 Albany County
Salary Grade:	11
Employment Type:	Full-Time
Work Days:	Monday-Friday
Union Representation:	CSEA Administrative

This position coordinates the submission of Safe School Plans from over 4,000 schools statewide. These plans are submitted through a State Education Portal and then need to be routed to the correct locations to be made available to the appropriate Troop, as well as integration to the Integrated Justice Portal.

DUTIES:

- Handle Safe Schools Email Account. On an on-going basis, monitor the Safe Schools Email Account, answering and responding to emails as appropriate.

- Coordinate and schedule meetings consistent with the appointment schedule of the Unit, arranging appropriate meeting space, notifying participants and preparing associated materials. This includes providing any needed data for the meeting to the Unit Staff.

- Make travel arrangements when necessary, including the scheduling of airline flights and lodging, and preparing travel-related paperwork.

- Handle the Safe Schools spreadsheets and upload appropriate information as provided by supervisory staff. Ensuring that any new schools have information linked appropriately.

- Answer phones, trouble-shoot/re-route calls, and produce electronic phone messages for Safe Schools staff.

- Assist as a liaison for new schools in the updating of databases and work with District Administrators to ensure that the appropriate information is

being uploaded into the database.

- Ensure that appropriate data and/or records are kept in order to comply with Program Auditor review.

- Demonstrate a willingness to learn, and conduct oneself in a professional manner consistent with working in an executive-level office environment.

- Perform other duties as directed by Safe Schools staff.

MINIMUM QUALIFICATIONS:

- One (1) year permanent service as a New York State employee with one (1) year service in a title allocated SG-6 or higher,

AND

- Must have appropriate clerical skills, knowledge of proper office procedures, including experience with conventional and electronic data filing systems,

AND

- Must be proficient in the operation of personal computers and various software including Microsoft Word, Outlook, Access and Excel.

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 and complete resume:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Administrative Assistant 1*

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.