NEW YORK STATE | Division of State Police

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 07/17/2026 **APPLICATION DUE BY: 8/16/2026**

Title: Communications Specialist 1 (State Police), SG-12

Trainee 1, SG-8, Starting Salary: $49,743.00
Trainee 2, SG-10, Starting Salary: $55,322.00
Communications Specialist 1 (State Police), SG-12, Starting Salary: $58,370.00

Location: Various

Salary Grade: 12

Employment Type: Full-Time

Work Days: Various

Communications Specialists (State Police) provide twenty-four hour a day, seven-day a week communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public. The Communications Specialist 1 (State Police) position is a two-year traineeship leading to a Communications Specialist 1 (State Police), SG-12. The Communications Specialist 1 (State Police) position starts as a Communications Specialist Trainee 1 (State Police), which is equivalent to an SG-8. After successful completion of one (1) year at the Trainee 1 Level, the Communications Specialist 1 (State Police) is advanced to Trainee 2, which is equivalent to an SG-10. Upon successful completion of one (1) year at the Trainee 2 Level, the Communications Specialist 1 (State Police) will then be eligible for advancement to an SG-12. All advancements in the Communications Specialist 1 (State Police) traineeship position are predicated upon satisfactory performance and obtaining the required certifications.

Communications Specialist 1 (State Police) are responsible for the operation and monitoring of various types of communications equipment located in the communications area, including radio receiver and broadcast equipment; telephone equipment; computer equipment; voice logging equipment; closed circuit television systems; electronic security systems and intelligent traffic systems equipment.

DUTIES

- Answer telephone calls for service, both emergency and non-emergency, identify scope and type of assistance needed, and relay information to appropriate personnel for handling.
- Apply Emergency Medical Dispatch System when required.
- Provide weather and road condition information.
- Provide first-line troubleshooting for telephone systems and initiate repairs when required.

- Operate and maintain digital tape logging devices utilized in recording radio and telephone transmissions.
- Monitor all radio equipment and frequencies in dispatch area.
- Operate and understand the technical operation of fixed and mobile communications equipment.
- Operate paging systems.
- Operate networked and standalone computer equipment, handle problems encountered with computer software and hardware, and initiate repair procedures.
- Maintain inventory and repair file databases, and computerized and handwritten logs.

MINIMUM QUALIFICATIONS

- High school graduate.
- Must be able to work all hours, holidays and weekends.

(Successful completion of a one-year traineeship will result in an automatic advancement to Communications Specialist Trainee 2 (State Police), SG-10. Successful completion of a one-year traineeship at the Communications Specialist Trainee 2 (State Police), SG-10, and completed certification in Emergency Medical Dispatch (EMD) and the Basic Communicator Course will result in automatic advancement to Communications Specialist (State Police), SG-12.)

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

LOCATIONS

Troop C Headquarters
Unadilla, New York
Otsego County

Troop G Headquarters
Latham, New York
Albany County

Please note, incumbents may be assigned to either an 8, 10 or 12-hour shift depending on location.

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, resume and proof of education to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Communications Specialist*
Please include in the subject line of the email which Troop location you are interested in

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.