

# VERIZON

**POST DATE:** 11/4/2015 **RESPOND BY DATE:** 11/10/2015  
**COMPANY:** Verizon Services Corp.  
**TITLE:** ADMINISTRATIVE ASSISTANT **Union:** CWA **Local:** 1109 **Bar-Unit:** CWA PLANT - N4 (MULTI-LOCALS)

**JOB OPENING NUMBER** 409242 ( 1 Opening(s) ) **DEPARTMENT** DIR-INSTALL & MAINT

**LOCATION:** 395 Flatbush Ave Ext  
Brooklyn, NY 11201

**DESCRIPTION:** 35 Hours Per Week Shift: Regular

**TOP PAY: \$1104.00** Full-Time

These Openings are in the Dispatch Resource Center (DRC). Only CWA 1106 Administrative Assistants located in Queens may apply for these positions.

**Mgr Name:** Stancil,Yolanda

**Mgr Phone#:** 917/246-5100

**TEST REQUIREMENTS:** - Data Entry Test

To apply for any of these vacancies, access VZCareers from any computer terminal with access to the intranet (Vz Specific) or internet (About You From Home)

Access VZCareers by logging into the eWeb portal, then select: About You -> Your Info. From Internet - Log into www.verizon.com/aboutyou -> Hover over About You, Your Info-

Employees will also have the option to hear job openings through the Voice Portal by dialing, (866) 4VZ-EWEB (866-489-3932).

You may submit one bid for each vacancy.

**\*\*\*\*\*FLASH\*\*\*\*\***

November 4, 2015

The vacancies for Central Office Technician (COT) and Administrative Assistant (AA) in Brooklyn are Article 8 Special Postings open for bidding from **11/4/15 through 11/10/15**. These openings are **NOT Specific Posted Vacancies (SPVs)**. Only **Central Office Technicians and TTA-COTs and Administrative Assistants** located in **Queens – CWA 1106** may apply for these positions.

**PROCESS**

- Posted for 5 Business Days (11/4/15 – 11/10/15 5:00 p.m.)
- These COT and AA Special Postings are in accordance with CWA Plant CBA Article 8, they are **not SPVs**.
- These COT and AA positions will be filled by the most senior volunteers from the COT, TTA-COT and AA job titles in Queens.
- Time in Title is not required to apply.
- New Time in Title will not be required in the new location.
- **NO REFUSAL/NO RETREAT** rules apply to these Special Postings.
- **If you apply for these Special Postings and do not withdraw prior to 5:00 p.m. November 10, 2015 you may not refuse.**