

SPECIFIC PUBLISHED VACANCY

**POST DATE:** 03/16/2011

**RESPOND BY DATE:** 03/29/2011

**COMPANY:** Verizon New York Inc.

**AREA:** SUFFOLK

**TITLE:** ADMINISTRATIVE ASSISTANT

**Union:** CWA

**Local:** 1105

**Barg-Unit:**

**JOB VACANCY NUMBER**  
2011001741 ( 1 Opening(s) )

**DEPARTMENT**  
New York South CSSC

**LOCATION:** 3500 SUNRISE HWY  
GREAT RIVER, NY 11739

**DESCRIPTION:** 35 Hours Per Week Regular Shift  
TOP PAY: 1020.5 Full-Time

\* Please note the job description for SPV 2011001741, Administrative Assistant position in Great River, NY, has changed. The new job description is as follows: This position is in the CSSC District Office assisting the Executive Assistant. Clerical functions include handling telephones, mail, filing, ordering supplies, handling office records and data entry, processing reports, routine internal and external customer contact, and operating various business machines. Also handles payroll processing for associates and management.

**TEST REQUIREMENTS:** Talent Skills Assessment 2011001741  
Data Entry Skills Rev - Inter 2011001741

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To apply for any of these vacancies, access VZCareers from any computer terminal with access to the web:  
Access VZCareers by logging into the eWeb portal, then select: About You > Your Toolkit > Career & Learning > Associate Job Opportunities > East Associate Jobs or go to <https://pshrp.verizon.com:8208/hrpda89/signon.html>  
Employees will also have the option to access VZCareers through the Voice Portal by dialing, (866) 4VZ-EWEB (866-489-3932).

You may submit one bid for each vacancy.