



New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Blvd. - Albany, NY 12209
(518) 427-1551 www.nyscopba.org nyscopba@nyscopba.org



TO: All NYSCOPBA Law Enforcement Members
FROM: Chris Summers, Recording Secretary
RE: Employment Vacancy – edited
DATE: September 4, 2018

The following employment vacancy(s) will occur at NYSCOPBA on or about November 16, 2018. Position will be approved and filled at October 2018 Executive Assembly Meeting.

Business Agent/ Assistant (Staff Support) – Fulltime Permanent (Statewide Law Enforcement)

A Business Agent/Assistant will be an employee working directly for the respective regional Vice President. Business Agents/Assistants shall perform field services at sectors, including, but not limited to, labor management committees, representation of members at proceedings at worksites, and otherwise assist Sector Stewards and regional Vice Presidents in the performance of duties.

General Requirements for Position:

- New York State Driver's License and/or dependable means of transportation throughout New York State.
- Extensive Knowledge of the NYSCOPBA Constitution and Collective Bargaining Agreement.
- Ability to effectively communicate and work independently.
- Ability to work in office setting answers phone calls and filing confidential documents.
- NYSCOPBA Hiring and Firing Policy applies.

*Please note that this position could require you to be traveling extensively throughout New York State and work directly for the Law Enforcement Vice President.

**If an additional vacancy occurs during the time period of this posting, through November 16, 2018. The applicants from this posting will be used for that opening.

Letters of Interest and Resumes for the above position must be received by certified mail no later than the Close of Business September 28, 2018 and should be mailed to:

NYSCOPBA
Attention: Chris Summers
102 Hackett Blvd.
Albany, NY 12209

If you have any questions regarding this matter, please feel free to contact Law Enforcement Vice President John Harmon Jr. at 315-794-7605 or jharmon@nyscopba.org.

cc: Executive Board
NYSCOPBA Web Site
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