

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

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Christopher Hall, Vice-Chairman
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Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE

#2021-25

Opening Date: **9/22/2021**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

Auditor I

21

\$40,011.73 annually
+ benefits

NATURE OF POSITION

Under the supervision of the Auditor II the Auditor I is responsible for conducting tax audits and assisting/educating taxpayers on audit-related inquiries.

NECESSARY QUALIFICATIONS

- Bachelor's degree with 18 semester hours in accounting.
- One (1) year of related job experience.
- Able to obtain Certified Tax Examiner (CTE) license within 2 years of employment.
- Proficient in Microsoft Office and court reporting software.
- Able to operate basic office equipment.
- Possess strong verbal and written communication skills and organizational skills.
- Able to stand, climb, raise, lower, lift, balance, stoop, kneel & crawl for tasks.
- Must be available to attend Parish meetings before, during, & after business hours.
- Valid Louisiana driver's license.

REMARKS

1. **Please post this Announcement on Department Bulletin Boards.**
2. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301 - or download an application at www.rppj.com/employment.**
3. **Applications must be submitted in person or via mail.**
4. **Must include copy of driver's license, diploma/GED, DD214, degree, etc. with application.**
5. **Applications will be accepted until this position is filled.**

Distribution:
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