

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

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Administrative Specialist

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JOB ANNOUNCEMENT NOTICE

#2022-01

Opening Date: **1/3/2022**

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:
All Departments
Announcement File
LA Job Service
Cable Service

AN EQUAL OPPORTUNITY AGENCY

AUDITOR I APPLICANTS

PLEASE NOTE:

Testing for this position **MUST** be completed as soon as possible. This position is open until filled and will be canceled when filled.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 AM

-Tuesday and Thursday at 8:30 AM and 12:30 PM

-To schedule an assessment please call Kadie Miller at (318) 767-6048 or Betty Lachney (318) 767-6004

-Assessment time for the **Auditor I** position should be approximately **one (1) hour and thirty (30) minutes.**

LOCATION:

Rapides American Job Center
5610 B Coliseum Blvd.
Alexandria, LA 71303

-Individuals will need to wear a face mask or covering.