

OFFICE OF RAPIDES PARISH CIVIL SERVICE



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Civil Service Director

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Administrative Specialist

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JOB ANNOUNCEMENT NOTICE

#2022-14

Opening Date: **5/5/2022**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

Processing Technician II

10

\$23,394.03 annually

+ benefits

NATURE OF POSITION

- Aid taxpayers in-person, via phone or email with sales tax, hotel/motel tax, chain store, occupational, amusement park and alcoholic beverage licenses.
- Process new taxpayer applications, taxpayer payments, mail, electronic returns and taxes for balancing procedures.
- Maintain/update taxpayer information in both physical and online database system.
- Report balancing procedures.
- Prepare taxpayer correspondence and bank deposits.
- Perform routine data entry.
- Contact taxpayers and question applicants to obtain data for forms and licenses.

NECESSARY QUALIFICATIONS

- High school diploma or GED with formal training.
- Two (2) years of related experience.
- Able to operate basic office equipment.
- Proficient in MS Office products.
- Possess strong verbal and written communication skills and organizational skills.
- 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 Department:
Announcement File
LA Job Service
Cable Service

AN EQUAL OPPORTUNITY AGENCY

PROCESSING TECHNICIAN II APPLICANTS

PLEASE NOTE:

Testing for this position MUST be completed as soon as possible. This position is open until filled.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 a.m.

-Tuesday and Thursday at 8:30 a.m. and 12:30 p.m.

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

-Assessment time for the **Processing Tech II** position is approximately **one (1) hour and forty-five (45) minutes.**

LOCATION:

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

-Individuals may wear a face mask or covering, but it is not required.