

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders  
Civil Service Director

Tina Goree  
Administrative Specialist

## Civil Service Board

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## JOB ANNOUNCEMENT NOTICE

### #2022-17

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

Closing Date: **OPEN UNTIL FILLED**

### CLASS TITLE

### CLASS RANGE

### MINIMUM SALARY

**Auditor I**

**21**

**\$43,309.98 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.
- 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](http://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 at (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.