

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Jason Leatherman, Member
Dr. John M. Marks Jr., Member
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE

#2022-26

Opening Date: **6/20/2022**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

**Administrative
Specialist**

11

\$24,563.73 annually
+ benefits

NATURE OF POSITION

Provide daily assistance on all aspects of departmental operation. Make independent decisions based on department rules and procedures. Answer calls, direct visitors, and keep records. Prepare correspondence, time sheets and reports. Schedule appointments, arrange meetings and process mail. Run errands and make office deliveries.

NECESSARY QUALIFICATIONS

- High school diploma or GED.
- One (1) year related experience.
- Operate basic office equipment.
- Proficient in MS Office and Adobe Acrobat.
- Strong verbal and written communication skills and organizational skills.
- Valid Louisiana driver's license.

REMARKS

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

Distribution:
All Departments
Announcement File
LA Job Service
Cable Service

AN EQUAL OPPORTUNITY AGENCY

ADMINISTRATIVE SPECIALIST APPLICANTS

PLEASE NOTE:

Testing for this position **MUST** be completed prior to the submission of your application.

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:

Betty Lashley at (318) 767-6004 or (318) 767-6048

-Assessment time for the **ADMINISTRATIVE SPECIALIST** position should be approximately **two (2) hours**.

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.