

# 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  
Dr. John M. Marks Jr., Member  
Stanley Miller, Member  
Marla West, Employee Member

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## **JOB ANNOUNCEMENT NOTICE**

### **#2024-01**

Opening Date: **1/3/2024**

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.

### **COMPETENCIES/PHYSICAL DEMANDS**

- Able to operate basic office equipment.
- Proficient in Microsoft Office.
- Possess strong verbal and written communication skills and organizational skills.
- Possess good interpersonal and teamwork skills.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 25 lbs.

### **NECESSARY QUALIFICATIONS**

- Bachelor's degree in a related field.
- Eighteen (18) credit hours in accounting.
- Able to obtain Certified Tax Examiner (CTE) license within 2 years of employment.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

### **REMARKS**

1. **Must include copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303 - download an application at [www.rppj.com/employment](http://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  
Announcements File  
LA Job Service  
Civil Service

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# AUDITOR I APPLICANTS

## TESTING INFORMATION

### **PLEASE NOTE:**

Testing for this position **MUST** be completed as soon as possible. This position will be advertised until filled.

Assessments are given **by appointment only:**

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

-Tuesday and Thursday at 12:30 PM

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

-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