

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
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE **#2024-14**

Opening Date: **6/11/2024**

Closing Date: **6/25/2024**

CLASS TITLE
IS Specialist

CLASS RANGE
14

MINIMUM SALARY
\$28,435.59 annually
+ benefits

NATURE OF POSITION

- Prepare and mail out audits, assessments, liens, taxes, and licensing information.
- Create and maintain filing and calendar systems for audits.
- Assist taxpayers and parish employees with inquiries.
- Execute and ensure taxpayers follow payment plans.
- Process alcohol and occupational license renewals.
- Manage filing system for licenses in the Parish.
- Assist Data Processing Technicians.

COMPETENCIES/PHYSICAL DEMANDS

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

NECESSARY QUALIFICATIONS

- High school diploma or equivalent.
- Two (2) years of related experience.
- 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 - or - download an application at www.rppj.com/employment.**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until Tuesday, June 25, 2024 at 4:00 p.m.**

DISTRIBUTION:
All Departments
Announcements File
LA Civil Service
Civil Service

AN EQUAL OPPORTUNITY AGENCY

IS SPECIALIST APPLICANTS

TESTING INFORMATION

PLEASE NOTE:

Testing for this position **MUST** be completed by the closing date of this announcement, Tuesday, June 25, 2024, at 4:00 p.m.

Assessments are given **by appointment only:**

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

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

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

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

LOCATION:

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