

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



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Civil Service Director

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**Civil Service Board**  
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## **JOB ANNOUNCEMENT NOTICE** **#2024-17**

Opening Date: **7/26/2024**

Closing Date: **OPEN UNTIL FILLED**

<b><u>CLASS TITLE</u></b>	<b><u>CLASS RANGE</u></b>	<b><u>MINIMUM SALARY</u></b>
<b>Processing Technician II</b>	<b>10</b>	<b>\$23,394.03 annually</b> <i>+ benefits</i>

### **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 license issues.
- 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.

### **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 with formal training.
- 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 - 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  
Announcement File  
Civil Service

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## PROCESSING TECHNICIAN II APPLICANTS

### **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 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 **Processing Technician II** position is approximately **two (2) hours**.

### **LOCATION:**

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