

# 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  
Elizabeth Beard, Member  
Marla West, Employee Member

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Alexandria, LA 71303  
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## **JOB ANNOUNCEMENT NOTICE** **#2024-21**

Opening Date: **9/20/2024**

Closing Date: **OPEN UNTIL FILLED**

### **CLASS TITLE**

### **CLASS RANGE**

### **MINIMUM SALARY**

**Administrative  
Specialist – (Public Works)**

**11**

**\$24,563.73 annually**  
*+ benefits*

### **NATURE OF POSITION**

- Provide daily assistance on all aspects of departmental operation.
- Maintain personnel records and filing systems, record meeting minutes.
- Answer calls and direct visitors.
- Prepare and review correspondence, time sheets and reports.
- Schedule appointments, arrange meetings, and process mail.
- Deliver deposits, packets and items to offices, and run errands.
- Oversee shipping and receiving.

### **COMPETENCIES/PHYSICAL DEMANDS**

- Operate basic office equipment.
- Proficient in MS Office and Adobe Acrobat.
- 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.
- One (1) year related experience.
- Valid Louisiana driver's license.
- Must be available for recall to work after normal working hours due to emergencies.

### **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  
Personnel Services  
Civil Service

**AN EQUAL OPPORTUNITY AGENCY**

# ADMINISTRATIVE SPECIALIST 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.**

-To schedule an assessment please call:

Kadie Miller at (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