

# 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  
Devon Davis, Employee Member  
Erin Guin, Member

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## JOB ANNOUNCEMENT NOTICE

### #2025-14

Opening Date: **6/2/2025**

Closing Date: **6/13/2025**

### CLASS TITLE

### CLASS RANGE

### MINIMUM SALARY

**Office Manager**  
*(Public Works)*

**13**

**\$27,081.51 annually**  
*+ benefits*

### NATURE OF POSITION

- Provide clerical support, answer phones and parishioner inquiries.
- Train office personnel.
- Enter work order requests.
- Maintain records of completed work orders and equipment inventory.
- Reconcile work orders with employee time sheets.
- Process and prepare the department's payroll.
- Prepare invoices and reports.

### 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

- Associates degree or two (2) years of college work in a related field.  
(\*Substitution: A high school diploma or equivalent with (3) three years of related experience.)
- Must be available to attend Parish meetings before, during, & after business hours.
- Valid Louisiana driver's license.

### 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 Friday, June 13, 2025 at 4:00 p.m.**

Distribution:  
All Departments  
Announcements File  
LA Job Service  
Cable Service

**AN EQUAL OPPORTUNITY AGENCY**

## OFFICE MANAGER APPLICANTS

### TESTING INFORMATION

#### **PLEASE NOTE:**

Testing for this position **MUST** be completed by Friday, June 13, 2025 at 4:00 p.m.

Assessments are given **by appointment only:**

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

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

#### **LOCATION:**

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