

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
Devon Davis, Employee Member
Erin Guin, Member

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JOB ANNOUNCEMENT NOTICE

HU #2026-04

Opening Date: **8/17/2026**

Closing Date: **OPEN UNTIL FILLED**

JOB TITLE

**Administrative
Coordinator 3**

CLASSIFICATION

Full-time

SALARY RANGE

\$16.00/hour

NATURE OF POSITION

- Determine programmatic and financial eligibility for all programs based on knowledge of federal and state laws, policies, program regulations, procedures and guidelines.
- Serve as the public's initial contact. Inform and educate clients on available services.
- Answer phone and screen applicants.
- Retrieve patient records.
- Prepare charts and reports.
- Assess and collect fees.
- Interview clients.
- Maintain records.

COMPETENCIES/PHYSICAL DEMANDS

- Able to operate office equipment.
- Some travel required.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent.
- Two (2) years related experience.
- Valid Louisiana driver's license.

REMARKS

1. **Must include a copy of your driver's license, high school diploma or equivalent, transcript, or DD214 with your 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.**
4. **Applications will be accepted until this position is filled.**

AN EQUAL OPPORTUNITY AGENCY