

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

5610 Coliseum Blvd, Suite D
Alexandria, LA 71303
Phone: 318-473-6612
Fax: 318-473-6698
rpcs@suddenlinkmail.com

JOB ANNOUNCEMENT NOTICE

#2026-26

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

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

Processing Clerk I

CLASS RANGE

15

MINIMUM SALARY

\$29,857.37 annually
+ benefits

NATURE OF POSITION

- Aid taxpayers in person, via phone or email with sales tax, hotel/motel tax, occupational licenses, chain store, amusement park licenses, and alcoholic beverage license issues.
- Process mail, new taxpayer applications, taxpayer payments, electronic returns and taxes, remittances, and all other status changes to taxpayer accounts.
- Update & maintain taxpayer information in both physical and online database system.
- Prepare bank deposits and perform balancing procedures.
- Investigate and resolve discrepancies on returns.

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 related experience.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

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. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until this position is filled.**

Distributed to:
All Departments
Announcement File
LA Job Service
Civil Service

AN EQUAL OPPORTUNITY AGENCY

PROCESSING CLERK I 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 **Processing Clerk I** position should be approximately **two (2) hours**.

LOCATION:

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