

# 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  
Jason Leatherman, Member  
Dr. John M. Marks Jr., Member  
Marla West, Employee Member

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## JOB ANNOUNCEMENT NOTICE **#2022-43**

Opening Date: **10/6/2022**

Closing Date: **OPEN UNTIL FILLED**

### CLASS TITLE

**Office Manager**  
*(Finance)*

### CLASS RANGE

**13**

### MINIMUM SALARY

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

### NATURE OF POSITION

Maintain the daily office activities of the department. Schedule appointments and coordinate meetings. Maintain and update the website and social media page. Maintain files and filing system. Submit public notices, press releases, minutes, and etc. to the media. Maintain board listing for board appointments. Operate recording system for meetings. Prepare correspondence, resolutions, ordinances and other materials from meeting recordings.

### 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

- High school diploma or equivalent with formal training.
- Two (2) years 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, 726 Washington St., Alexandria, LA 71301 - 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  
Announcements File  
LA Job Service  
Civil Service

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## OFFICE MANAGER APPLICANTS

### **PLEASE NOTE:**

Testing for this position **MUST** be as soon as possible. This position will be advertised until filled.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 AM

-Tuesday and Thursday at 8:30 AM and 12:30 PM

-To schedule an assessment please call Kadie Miller at (318) 767-6048 or Betty Lashley (318) 767-6004.

-Assessment time for the **OFFICE MANAGER** position is approximately **two (2) hours**.

### **LOCATION:**

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

-Individuals may wear a face mask or covering, but it is not required.