

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
Dr. John M. Marks Jr., Member
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE

#2023-15

Opening Date: **3/15/2023**

Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

Auditor I

21

\$40,011.73 annually
+ benefits

NATURE OF POSITION

Under the supervision of the Auditor II, the Auditor I is responsible for conducting tax audits and assisting/educating taxpayers on audit-related inquiries.

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

- Bachelor's degree in a related field.
- Eighteen (18) credit hours in accounting.
- Able to obtain Certified Tax Examiner (CTE) license within 2 years of employment.
- 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, 726 Washington St., Alexandria, LA 71301 - 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.**

Distribution:
All Departments
Administrative File
LA Civil Service
Cable Service

AN EQUAL OPPORTUNITY AGENCY

AUDITOR 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:**

-Monday, Wednesday, and Friday at 8:30 a.m.

-Tuesday and Thursday at 8:30 a.m. and 12:30 p.m.

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

-Assessment time for the **Auditor I** position should be approximately **one (1) hour and thirty (30) minutes.**

LOCATION:

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