

PROMOTIONAL/OPEN ENTRANCE

ASSISTANT CITY CLERK & TAX COLLECTOR

Pay Range 20..... Per Hour \$13.47.....Annual Salary.....\$28,017.60

NATURE OF WORK

This is advanced level clerical work involved in either the supervision of other clerical employees and/or the performance of a specialized clerical function in the City Clerk and Tax Collector Division. Employees perform a variety of complex clerical operations, frequently requiring specialized clerical knowledge, including municipal activities. Incumbent is required to make frequent decisions in accordance with departmental policies and practices. Departures from standard policies and procedures are reviewed with a superior for final decision, but ordinarily, the employee plans and lays out work and sees that it is carried through to completion. Work requires frequent public contact in interpretation or explanation concerning laws, regulations, and policies governing collection of property taxes, paving and sewerage assessments, alcoholic beverage permits, occupational and utilities bills, security deposits, and delinquent accounts. Directs the activities of employees engaged in the operation of a central switchboard, a consolidated mail room, messenger service, janitorial service, printing and duplication services, office equipment, and supplies. Acts as a liaison between Municipal Civil Service Office and Tax Collector's Division in the proper preparation of personnel transactions to ensure that civil service rules are complied with. Maintain departmental personnel records.

QUALIFICATION REQUIREMENTS

Graduate from an accredited college or university with a Business Administration degree; or in a related field or high school graduate supplemented by college courses in business administration or related field; and considerable experience in supervision and general clerical work; or any equivalent combination of training and experience. Ability to type a minimum of 50 correct words per minute.

GENERAL INFORMATION

WHO MAY APPLY?

This position is open to all permanent employees of the City of Opelousas who meets the minimum qualification for the position. Applicants whose qualifications are acceptable shall be notified the particular for the examination.

HOW TO APPLY:

Applications must be received from the Civil Service Office, Municipal Plaza, 105 North Main Street, Opelousas, LA. 70570 All questions on said application must be answered; failure to do so may result in applicant receiving a lower score, or rejection of the application. All applications must be signed, mailed, or delivered to the Civil Service Director at her office in the Municipal Plaza. Application must be received in the Civil Service Office not later than twelve o'clock noon, Wednesday, October 17, 2018.

MILITARY PREFERENCE:

Three (3) points shall be added to the grade on promotional examination for all applicants with military service under honorable conditions provided that the points may be added only after a passing score is attained. Applicants claiming preferences under the provisions of the rule must present discharge papers to the Civil Service Director for inspection, Section (1) (9) of Article XIV, of the Louisiana Constitution.

ISSUED: SEPTEMBER 27, 2018