



PLAQUEMINES PARISH CIVIL SERVICE EXAMINATION ANNOUNCEMENT

Official Class Title:

Secretary

Entrance Salary:

Annual: \$24,307.00

Hourly: \$11.68

Based on 2080 HR/YR

FINAL FILING DATE:

Wednesday, July 25, 2018

LOCATIONS:

Belle Chasse

PURPOSE:

To establish an Employment Register to fill **One (1)** current vacancy in the **Ferry** Department and future vacancies as they occur.

SUMMARY OF JOB

Performs the following tasks and others as assigned by supervisor:

Under general supervision, performs varied routine-to-moderately complex administrative, secretarial, and clerical work for the Ferry Department. Work involves maintaining accepted standards and techniques for secretarial and technical work and ensuring the smooth operation of the office; reading and routing incoming mail; locating and attaching appropriate file to correspondence to be answered; composing and typing routine correspondence; preparing maintenance forms, vacation schedules, time keeping functions, payroll records, etc.; copying correspondence; transcribing notes on typewriter or computer; compiling reports; handling all monies from toll tickets sold; using software programs; preparing outgoing mail; filing correspondence and other records; answering telephone, providing information to callers, or routing calls to appropriate officials, and placing outgoing calls; scheduling appointments; greeting visitors, ascertaining nature of business, and conducting visitors to appropriate person; arranging travel schedule and reservations; compiling and typing statistical reports and monthly reports; ordering supplies; making copies of correspondence or other printed matter; preparing outgoing mail; performing research for report on special projects done in the department; keeping track of department budgets in order to prepare financial report on budget to Ferry Manager periodically; submitting purchase orders; answering the telephone; using fax machine and copy machine; and making bank deposits. Reports to the Ferry Manager.

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED
FOR ADMISSION TO EXAMINATION**

- Requires a vocational school diploma in business, bookkeeping, secretarial science or related field supplemented by one to two years of responsible secretarial or bookkeeping experience; or an equivalent combination of education, training, and experience, at or above the level, which provides the required knowledge, skills, and abilities.
- Must be able to type a minimum of 45 wpm with at least a 90% accuracy rate
- Must be proficient in Microsoft Word and Excel
- Satisfactory physical condition, including back, vision and hearing
- Must possess a valid Louisiana Driver's License with satisfactory records
- Must be honest and exhibit good moral/ethical behavior

**KIND OF EXAMINATION
(ENTRANCE AND PROMOTIONAL)**

This examination may consist of a written test, a rating of training and experience, an oral panel interview or any combination thereof. Applicant must submit accurate, detailed application forms providing all requested information, including descriptions of work experience, names, and addresses of previous employers and dates employed.

Qualified applicants will be notified of the time, date place of any assembled test(s) which may be given.

APPLICATION OFFICES

Port Sulphur, LA

28028 Hwy.23

Port Sulphur, LA 70083

(504) 934-3656

Mail To: P.O. Box 836

Belle Chasse, LA 70037

Email To: civilservice@ppgov.net

Fax No. (504) 934-6089

Belle Chasse, LA

333 F. Edward Hebert Blvd. Bldg.

Belle Chasse, LA 70037

(504) 934-6080

ANNOUNCEMENT NO.

18-022

Posting Date: July 11, 2018

Deadline Date: July 25, 2018

AN EQUAL OPPORTUNITY EMPLOYER

All resume's submitted must include **MONTH AND YEAR** of work history and dates of education in order to be considered. Omitted, **INCOMPLETE**, false or misleading information may cause your application/resume to be **REJECTED**.

PLAQUEMINES PARISH CIVIL SERVICE GENERAL INFORMATION AND REQUIREMENTS

Applications received after the Final Filing Date specified on the announcement will not be accepted. Applications must be submitted on official application forms and must be filed in an Application Office before the close of business on the Final Filing Date.

All qualification requirements for examinations must be met by the Final Filing Date. However, the Civil Service Department may admit applicants to examinations conditionally in certain instances with the provision that the missing qualification shall be established prior to certification for employment.

The Civil Service Department shall not be responsible for failure of the Department to receive any material mailed by an applicant nor for failure of an applicant to receive any material mailed by the Department.

Applications for examinations shall be open to all persons irrespective of race, color, national origin, sex, religion, age or disability. However, applicants who are residents of Plaquemines Parish shall be accorded over non-residents.

The Civil Service Department does not discriminate on the basis of disability in the admission of access to or treatment or employment in its programs or activities. Reasonable accommodations will be made for anyone requesting such accommodations.

Unless otherwise stated on the front of this announcement, there shall be no maximum age limit for admission to examinations. The minimum age limit shall be eighteen (18) years of age for any class of work in the Parish service requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The starting salary for this position is stated on the front side of this Job Announcement. All appointments in the classified service shall be made at the minimum rate or such other starting rate specifically authorized by the Commission. In cases where the applicant possesses exceptional qualifications directly related to the classification to which the applicant will be appointed, the Appointing Authority can recommend to the Director that the applicant be assigned up to step 15 for that class, not in excess of the midpoint for that range. Approval is required by the Director before the appointment becomes effective.

Plaquemines Parish Government pays all classified employees bi-weekly. Employees' must have their pay directly deposited to their bank account(s). Employees' payroll check stubs are mailed to the employee's current address on file with the Civil Service Department.

The working test/probationary period for all positions shall be six months, unless otherwise stated on the front of this announcement. However, any six-month working test/probationary period may be extended for a maximum of six additional months in accordance with the Civil Service Rules.

Any applicant may be disqualified if the applicant's past employment record is unsatisfactory as determined by the Civil Service Department.

Veteran Preference in examinations will be granted only to those persons who provide proof of military service during covered periods and who are found to be eligible.

If selected, as a condition of employment, applicants shall be required to satisfactorily participate in a post-offer medical examination which shall include drug testing.