



PLAQUEMINES PARISH CIVIL SERVICE EXAMINATION ANNOUNCEMENT

Official Class Title:
Clerk III

Entrance Salary:
Annual: \$22,882.00
Hourly: \$11.00
Based on 2184 HR/YR

FINAL FILING DATE: Thursday, April 25, 2019

LOCATIONS: Belle Chasse

PURPOSE: To establish an Employment Register to fill **One (1)** current vacancy in the **Port Harbors and Terminal District** Department and future vacancies as they occur.

SUMMARY OF JOB

Performs the following tasks and others as assigned by supervisor:
Under general supervision, performs clerical administrative and accounting duties in support of efficient operations of the Port, Harbor and Terminal District Finance Department. Work involves billing for and collecting the tariff, which includes harbor fees, docking fees, supplemental fees, minimum fees, and leasing. Reports to the Comptroller.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ADMISSION TO EXAMINATION

- Requires a high school diploma or GED equivalent and one to two years of experience in clerical work, preferably accounting work; or any equivalent combination of education, training, and experience, which provides the required combination of skills, knowledge, and abilities.
- Typing requirements of 45 works per minute with at least 90% accuracy.
- Satisfactory physical condition, including back, vision and hearing
- Must be honest and exhibit good moral/ethical behavior
- Must have a current Louisiana Driver's License with satisfactory records
- **MUST** submit to and pass a criminal history background check through Louisiana State Police, Criminal Identification Bureau which may confirm or deny eligibility with Plaquemines Port Harbor & Terminal District

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. 600
Belle Chasse, LA 70037
(504)934-6080

ANNOUNCEMENT NO. 19-035

Posting Date: **April 11, 2019**

Deadline Date: **April 25, 2019**

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**.