

Craig Colwart

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City of New Iberia

Municipal Government Employees Civil Service



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Member

Posted: October 29, 2018

Announcement # 18-24

NOTICE IS BEING POSTED TO ESTABLISH AN OPEN/PROMOTION
EMPLOYMENT LIST FOR THE POSITIONS OF:

CLERK / \$8.04 per hour

SECRETARY / \$9.15 per hour

ADMINISTRATIVE SECRETARY / \$11.67 per hour

EXAMPLES OF WORK:

Clerk and Secretary: Positions in this class provide secretarial support to a manager or a division or small department of the municipality, or similar office or agency, by answering telephone calls, receiving and routing correspondence, assisting visitors, administering time and attendance records of employees, keeping files and records, and data entry. Answers calls, provides information and assistance where possible, routes calls to appropriate resources. Greets customers, explains processes, prepares forms such as purchase requisitions, budget revisions and the like. May collect fees and record fees, issue receipts. Uses a word processing application to type and print correspondence for director's signature, makes copies, keeps files. Performs related work as required.

Administrative Secretary: Keeps appointment schedule for a director or official, answers calls, provides information and problem solutions where possible, otherwise routes calls to appropriate resources. Greets customers, explains processes, administers the office and its record keeping, prepares forms for purchasing supplies and equipment. Coordinates the department's time and attendance records, leave authorizations, employee performance evaluation, civil service personnel requisitions for any classified positions in the department. Composes correspondence for director's signature, copies, files, leads the department's compliance with records retention and management provisions, if any. Performs related work as required.

MINIMUM QUALIFICATIONS:

- Completed High school or equivalent required. Sufficient prior working experience adequate to give a working knowledge of the business processes of and computer applications used by the office of assignment desired; with higher level of secretarial positions more extensive experience desired.
- Ability to type at least 30 correct words per minute with only a specified number of errors; a higher number of correct words per minute may be required with higher level of secretarial positions.
- May be required to have a valid Louisiana driver's license and meet the general requirements of the City's auto insurance company.
- Must pass the Civil Service Exam, post-offer drug screen, physical, and functional pre-placement exam.
- Must be a qualified register voter and must submit a copy of the card along with the application.

Benefits offered: Hospitalization, paid holidays, annual leave, sick leave, and retirement.

The application filing deadline shall either be at 4:30 p.m. on Monday, November 19, 2018 or when the maximum number of 15 completed applications with proper supplemental documentation have been received in the Municipal Civil Service Department, whichever occurs first.

The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.