

# ***Ouachita Parish Police Jury***

## ***JOB OPPORTUNITY ANNOUNCEMENT***

<b>POSITION:</b> Federal Programs Case Worker	<b>OPENING DATE:</b> March 18, 2019
<b>SALARY:</b> \$26,373.91 annually	<b>APPLICATION DATE:</b> Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

### **DISTINGUISHING CHARACTERISTICS OF JOB**

Under the general supervision, responsible for screening, skills assessment, informing clients of internal and external resources, providing job-readiness services and case management from intake assessing. Performs other duties as required.

### **DISTINGUISHING CHARACTERISTICS OF JOB**

This work is of above average difficulty in that incumbents work independently with very little supervision. Accurate and detailed records and reports must be maintained. Must be able to understand, interpret and enforce Federal and local regulations and guidelines. Must have good written and oral communication skills.

### **EXAMPLES OF WORK**

1. Maintains a Central Record Unit by filing folders in alphabetical order.
2. Fax office documents, mail correspondence, type labels, documents and perform other office duties.
3. Enters and retrieves data into the computer system.
4. Interact with the public.

### **MINIMUM QUALIFICATIONS**

**Training and Experience:** Graduation from an accredited college/university with a degree or minimum of two years of college or a high school diploma with two years of customer service and clerical work experience that involved working directly with the public.

**Knowledge Abilities and Skills:** Ability to maintain accurate and exact records; ability to work quickly with a high level of accuracy without constant supervision; ability to use standard office equipment including computer, fax, copy machine, postage machine and adding machine. Verbal and written communication; planning and organizing. Skills in dealing effectively and courteously with coworkers, program participants, department supervisors.

### **BENEFITS:**

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

### **HOW TO APPLY:**

Applications must be submitted either online at [www.oppj.org/hr](http://www.oppj.org/hr) or on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury, HR Department**  
**Ouachita Parish Courthouse, 301 South Grand, Suite 201**  
**Telephone: 318-327-1340**

**Equal Employment Opportunity Employer**