

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: LAJET Assistant I	OPENING DATE: December 3, 2018
SALARY: \$8.58 per hour	APPLICATION DATE: 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.)

DUTIES:

Under the direction of the LAJET Coordinator, the responsibility of the LAJET Assistant I is to provide assistance and preparing materials for instruction.

Primary Functional Tasks:

The managing of participants' information on a daily basis;
Answer phones and take messages; daily check Clients attendance and record;
Daily report attendance status to the Facilitator;
Print New Clients name badge, nameplate and sticker for book;
Organize new folders; provide Client with a time card;
Assist New Clients with resume and reference sheet;
Review and mark each resume and reference sheet for errors;
Give TABE Reading assessment;
Register and enter Clients information in HIRE and file HIRE paperwork;
Review paperwork for completion;
Any other duties at the discretion of the LAJET Coordinator in order to fulfill the stated goals and objectives of the LAJET Program.

MINIMUM QUALIFICATIONS

Verbal and written communication; Computer skills and knowledge;
Read, interpret, and apply rules and statutes; effectively interact with clients; planning and organizing.

Graduation from an accredited college or university with a degree and customer service work experience that involved working directly with the public or clients OR A high school diploma and Minimum two (2) years of customer service work experience that involved working directly with the public or clients.

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 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