

# ***Ouachita Parish Police Jury***

## **JOB OPPORTUNITY ANNOUNCEMENT**

<b>POSITION:</b> LAJET Assistant II	<b>OPENING DATE:</b> March 18, 2019
<b>SALARY:</b> \$26,311.26 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.)

### **DUTIES:**

Under the direction of the LAJET Coordinator, the responsibility of the LAJET Assistant I I is to provide assistance and performs tasks that may require the application of some program knowledge. Performs other work as required.

### **Primary Functional Tasks:**

Consult with DCFS Workers with any case issues;  
The administration of required assessments; the managing of participants;  
Check timecards daily to verify hours;  
Consult with Clients;  
Assistant New Clients with resume and reference sheet;  
Review and mark each resume and reference sheet for errors;  
Give TABE Reading assessment and show Envision Your Career Video;  
Teach job readiness Curriculum to Clients;  
Contact graduates for 4 Weeks Follow-up; enter Follow-up information in HIRE and file;  
Order Supplies;  
Review paperwork for completion.

### **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.opj.org/hr](http://www.opj.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**