

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Office Assistant II	OPENING DATE: December 3, 2018
SALARY: \$12.67 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 general supervision, performs a variety of complex office support duties related to the work unit, which require a thorough knowledge of a complete and specialized function. Incumbents apply this specialized functional knowledge to independently analyze and respond to office matters within established limits. Coordinates other tasks within assigned function.

EXAMPLES OF WORK

Coordinate activities of general, research, and reporting.

Maintain a variety of records requiring classification and compilation of varied information.

Compile special reports or studies where analysis of complicated or technical data is required; identifies sources and extracts necessary information; performs specialized calculations.

Review reports and printouts to identify and trace source of error and make necessary corrections; performs technical or complex verification and reconciliation activities

Prepare and/or coordinate the preparation of unique to assigned function.

Check, review or prepare records, reports, forms or other documents of various kinds pertinent to assigned function(s); personally investigates complicated problems or errors.

Perform other duties as assigned.

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 office work experience that involved working directly with the public and business operations.

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. 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 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