

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Office Specialist I (1 Position)	OPENING DATE: April 5, 2021
SALARY: \$22,782.77	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 general supervision, performs a variety of complex office/clerical support duties related to 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 administrative matters within established limits. Advice and leadership are available from supervisor for complex issues or those requiring authorization such as deviation from policy. Coordinates work of others within assigned function; perform other duties as required.

EXAMPLES OF WORK

- Coordinates activities of subordinates.
- Maintains a variety of records requiring classification and compilation of varied information.
- Compiles/process technical data as required; identifies sources and extracts necessary information; performs specialized projects.
- Serves as a primary reference source for function to assist departments and employees in resolving discrepancies or procedural problems utilizing knowledge of specialized function; responds to technical administrative questions ensuring necessary follow-up is performed.
- Reviews reports and printouts to identify and trace source of error and make necessary corrections; performs technical or complex verification and reconciliation activities.
- Recommends changes to policies or procedures affecting assigned function.
- Prepares and/or coordinates the preparation of recurring and special reports, tabulations or budgets unique to assigned function.
- Checks, reviews or prepares records, reports, forms or other documents of various kinds pertinent to assigned function(s); personally investigates complicated problems or errors.
- Plans and prioritizes workload to meet set deadlines.
- Assists staff with special projects as directed.

MINIMUM QUALIFICATIONS

Training and Experience: Minimum of two years of college or a high school diploma with office/clerical experience which includes one year in a directly related function; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

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

Knowledge Abilities and Skills: Knowledge of policies, practices, procedures and terminology of assigned function. Knowledge of leadership practices and coordinating activities of others. Skill in both verbal and written communication. Skill in the operation of a variety of office machines; compiling material for reports.

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