

JOB ANNOUNCEMENT

CLERK II

PAY RANGE 6:

\$9.21/Hour

\$19,156.80/Annually

FUNCTION:

This is a generalized clerical work position requiring the performance of varied clerical functions at an advanced level. Work in this class requires judgment based on a knowledge of certain policies and procedures pertaining to the area of work assigned. Only unusual situations or problems are referred to a superior for handling. The Supervisor reviews work through internal controls and review of completed tasks, records, and reports. Supervision may be exercised over subordinates assisting with routine details.

DESIRABLE QUALIFICATION REQUIREMENTS

A high school graduate supplemented by courses in typing and office machines, plus experience in general and/or specialized clerk or any equivalent combination of training and experience. Ability to type a minimum of 35 correct words per minute.

GENERAL INFORMATION

WHO MAY APPLY:

This position is open to all registered voters who meet the minimum qualifications for the position. Applicants whose qualifications are acceptable shall be notified of the particulars for taking the examination.

HOW TO APPLY:

Applications can be received from the Civil Service Office at the Municipal Plaza, 105 North Main Street, Opelousas, Louisiana or email jpitre@cityofopelousas.com to receive a printable copy via email. All questions on the application must be answered, and failure to do so may result in the applicant receiving a lower score or rejection of the application. This position will remain open until filled.

MILITARY PREFERENCE:

Five (5) points shall be added to the grade on the open entrance examination for all applicants with military service under honorable discharge conditions, provided that the points are added only after a passing grade or score is attained. Three (3) points will be added to the grade on the promotional examination. Applicants must present DD214 honorable discharge paper to the Civil Service Director to determine eligibility under the Louisiana Constitution.

ISSUED: February 6, 2024