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Vice Chairman

City of New Iberia
Municipal Government Employees Civil Service

William Kyle
Member

Willie M. Jefferson
Member

Marjorie Segura
Member



Posted: April 2, 2024

Announcement # 24-14

CONTINUOUS TESTING TO ESTABLISH AN EMPLOYMENT LIST
FOR CURRENT AND FUTURE VACANCIES FOR THE POSITION OF:

CLERK / \$10.12 per hour
SECRETARY / \$11.08 per hour
ADMINISTRATIVE CLERK / \$12.00 per hour
ADMINISTRATIVE SECRETARY / \$13.00 per hour

EXAMPLES OF WORK:

Clerk and Secretary: Positions in this class provide secretarial support to a manager or a division or small department of the municipality, or similar office or agency, by answering telephone calls, receiving and routing correspondence, assisting visitors, administering time and attendance records of employees, keeping files and records, and data entry. Answers calls, provides information and assistance where possible, routes calls to appropriate resources. Greets customers, explains processes, prepares forms such as purchase requisitions, budget revisions and the like. May collect fees and record fees, issue receipts. Uses a word processing application to type and print correspondence for director's signature, makes copies, keeps files. Performs related work as required.

WW Administrative Clerk: Advises and assists customers who want to connect to the system, explains the application process, fees and related. Assists with completing or fills out application. Updates archive of maps, retrieves maps and diagrams for collection personnel. Researches funding sources for a program of reducing infiltration and intrusion of storm water into the waste water collection system, performs support and reporting tasks related to applying, obtaining and retaining Infiltration and Intrusion control grant. Tracks state certification of personnel in waste water collection, treatment and land application, coordinates their training and testing. Performs related work as required.

Administrative Secretary: Keeps appointment schedule for a director or official, answers calls, provides information and problem solutions where possible, otherwise routes calls to appropriate resources. Greets customers, explains processes, administers the office and its record keeping, prepares forms for purchasing supplies and equipment. Coordinates the department's time and attendance records, leave authorizations, employee performance evaluation, civil service personnel requisitions for any classified positions in the department. Composes correspondence for director's signature, copies, files, leads the department's compliance with records retention and management provisions, if any. Performs related work as required.

MINIMUM QUALIFICATIONS:

- Completed High school or equivalent required. Sufficient prior working experience adequate to give a working knowledge of the business processes of and computer applications used by the office of assignment desired; with higher level of secretarial positions more extensive experience desired.
- May be required to have a valid Louisiana driver's license and meet the general requirements of the City's auto insurance company.
- Must pass the Civil Service Exam, post-offer drug screen, physical, and functional pre-placement exam.
- Must be a qualified register voter and must submit a copy of the card along with the application.
- ▣ **Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.**
- ▣ **Applications may be obtained and must be submitted to the Municipal Civil Service Department, City Hall – Room 203, 457 East Main Street, in New Iberia.**
- ▣ **The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.**