

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders  
Civil Service Director

Tina Goree  
Administrative Specialist

## **Civil Service Board**

Zebulon Winstead, Chairman  
Christopher Hall, Vice-Chairman  
Clifford Gatlin, Member  
Dr. Kent Lachney, Member  
Marla West, Employee Member

726 Washington Street  
Alexandria, LA 71301  
Phone: 318-473-6612  
Fax: 318-473-6698

[rpcs@suddenlinkmail.com](mailto:rpcs@suddenlinkmail.com)

## **JOB ANNOUNCEMENT NOTICE**

### **#2021-15**

Opening Date: **4/27/2021**

Closing Date: **5/10/2021**

### **CLASS TITLE**

### **CLASS RANGE**

### **MINIMUM SALARY**

**Workforce Professional II**

**21**

**\$40,011.73 annually**

*+ benefits*

### **NATURE OF POSITION**

- Develop and execute workforce development strategies that meet employment and training needs for region employers & customers.
- Analyze industry, employer, and labor market data.
- Research best policies, procedures, and programs to recommend for business solutions.
- Conduct program eligibility, assessments, and case management follow-up.
- Maintain case files and fiscal records on WIOA customers.

### **NECESSARY QUALIFICATIONS**

- Bachelor's degree in a related field.
- Six (6) years related experience.
- Valid Louisiana driver's license.

### **REMARKS**

1. **Please post this Announcement on Department Bulletin Boards.**
2. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301 - or download an application at [www.rppj.com/employment](http://www.rppj.com/employment).**
3. **Applications must be submitted in person or via mail.**
4. **Must include copy of driver's license, diploma/GED, DD214, degree, etc. with application.**
5. **Applications will be accepted until Monday, May 10, 2021 at 4:00 p.m.**

Distribution:  
All Departments  
Announcement File  
LA Job Service  
Cable Service

**AN EQUAL OPPORTUNITY AGENCY**

# ACCOUNTANT I APPLICANTS

## **PLEASE NOTE:**

Testing for this position **MUST** be completed prior to 4:00pm on the final date to return the application, May 10, 2021.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 AM

-Tuesday and Thursday at 8:30 AM and 12:30 PM

-To schedule an assessment please call Kadie Miller at (318) 767-6048 or Frances Tennie (318) 767-6004

-Assessment time for the **ACCOUNTANT I** position should be approximately **one (1) hour and thirty (30) minutes.**

## **LOCATION:**

Rapides American Job Center  
5610 B Coliseum Blvd.  
Alexandria, LA 71303

-Individuals will need to come to the entrance labeled "A" for assessments. If looking at the main entrance of the building, individuals should follow the sidewalk around the left side of the building until reaching entrance "A". A staff member will unlock the doors at the designated assessment times.

-Individuals will need to wear a face mask or covering.