

## **General Office Clerk Job Openings (2 positions)**

### **Administration Department**

### **Maintenance & Airport Departments**

The DeSoto Parish Police Jury is seeking qualified applicants for two General Office Clerk positions.

Pay Range: \$10.26 - \$14.80

#### **Qualifications:**

- High School Diploma, or GED equivalent is required.
- A minimum of one (1) year of clerical experience.
- Ability to operate basic office machines and computer programs competently.
- Strong organizational and communication skills.

Applications will be accepted until 4:30 p.m., Tuesday, August 13, 2019 at the DeSoto Parish Police Jury Administrative Office, 101 Franklin Street, Mansfield, LA. Applications and job qualifications may be obtained from the DeSoto Parish Police Jury Office or [www.desotoppj.com](http://www.desotoppj.com).



**Scope:** DeSoto Parish Police Jury

**Job Title:** General Office Clerk

**Category:** Administration, Maintenance & Airport Departments

**Pay Range:** \$10.26 - 14.80 per hour

**Description:**

This staff member performs basic office tasks to support the duties of the Administrative Staff. The position requires an individual with fundamental knowledge of office operations and functions.

**Duties and Responsibilities:**

- Prepares, scans, and indexes documents into electronic archiving system.
- Input and tag new inventory; delete disposed inventory.
- Runs work related errands.
- Provides phone relief as necessary.
- Keeps conference rooms and the kitchen in order and stocked as needed.
- Assists Administrative Staff as needed in various areas of responsibility.
- Works under minimal supervision; achieves goals; asks for assistance when needed.
- Contributes to team effort by accomplishing related duties as assigned.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill or ability required.

- High School Diploma, or GED equivalent is required.
- A minimum of one (1) year of clerical experience.
- Ability to operate basic office machines and computer programs competently.
- Strong organizational and communication skills.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment, travel and outdoor functions.