

JOB ANNOUNCEMENT

OPEN

CITY OF ABBEVILLE
MUNICIPAL EMPLOYEES CIVIL SERVICE
101 N. State Street
Abbeville, Louisiana 70510
(337) 898-4222

DEADLINE FOR RECEIPT OF APPLICATION: *Thursday, May 9, 2024 at 12:00 noon*

No application will be accepted after the above deadline for filling this vacancy.

<u>POSITION TITLE</u>	<u>DEPARTMENT</u>
<i>Public Works Administrative Technical Assistant</i>	<i>Public Works</i>

Applicable hours worked over the 40-hour workweek are paid at overtime rates in accordance with Federal guidelines.

TRAINING AND EXPERIENCE REQUIREMENTS (*You must meet these requirements or you will not be allowed to take the examination.*)

Two years of experience with the processing and maintenance of records in purchasing, warehousing, or similar situation; or substituting course work or training in typing, purchasing, warehousing or a related field for the experience and two years of experience in utilizing computer skills and software, skills in using various platforms, as well as, skills in using tools that create reports, maps, or any equivalent combination of training and experience. Must be a registered voter. (Note: Applications should include evidence/information computer and software skills and experience.)

DUTIES

Positions of this class are responsible for assisting the Public Works Director with the ordering, receiving, issuing and inventory of supplies and equipment, maintenance, electrical and other supplies, inventory, and equipment (inventory control of warehouse). A position of this class will enter data, process purchase orders/requisitions, and manage calendars and appointment scheduling. A position of this class can be assigned warehousing duties or purchasing duties or any combination of warehousing or purchasing duties; responsible for public works payroll, and record keeping; maintains a wide variety of personnel and operational records; provides information to the public and contractors regarding public works activities; assists in coordinating special activities for the Public Works Department and/or Parks and Rec; works with outside agencies and other departments to develop procedures; provides personnel services support to all Public Works divisions.

GENERAL INFORMATION

HOW TO APPLY

Applications can be obtained online at www.cityofabbeville.net OR in person at Abbeville City Hall, 101 North State Street, Abbeville, LA. All questions on the application must be answered truthfully and correctly; failure to do so may result in the rejection of the application.

MILITARY PREFERENCE

Provided a passing grade is attained on examination, five points shall be added to the grade of each applicant who has served in the U.S. Armed Forces on active duty for ninety consecutive days or more under honorable conditions. Examinees claiming preference under these provisions must present Form DD214 to the Civil Service Office for verification of service.

ISSUED: April 25, 2024

ANNOUNCEMENT #P082