

**1**  
**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 October 10, 2024 -12:00 Noon***

Applications received after the deadline will not be considered for this posting.

<b><u>POSITION TITLE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>MINIMUM HOURLY PAY RATE</u></b>
<b><i>Administrative Staff Assistant</i></b>	<b><i>Central Office</i></b>	<b><i>\$12.78</i></b>

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

**TRAINING AND EXPERIENCE REQUIREMENTS**

Possession of a high school diploma or equivalency certificate; PLUS, full-time, paid work experience of a clerical nature indicating the ability to perform financial transactions and record-keeping. Possesses excellent customer service abilities. Must be a [registered voter](#) of the parish in which they reside

**NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

- Knowledge of general administrative support duties. Knowledge of business English and rules of grammar, spelling, and punctuation
- Ability to work with the public in stressful situations while maintaining a professional, pleasant and courteous attitude
- Ability to follow and execute oral and written instruction.
- Knowledge of basic mathematical functions, i.e., addition and subtraction.
- Ability to communicate effectively, verbally and in writing.
- Establishes and maintains a working relationship with others and not limited to, elected officials all city personnel and federal and state representatives
- Tasks may involve extended periods of time at a computer or workstations
- Excellent computer skills required and knowledge of Microsoft Office Suite

**GENERAL INFORMATION**

**HOW TO APPLY**

Applications can be secured from - City Hall, 101 N. State Street, Abbeville, Louisiana, or online at [cityofabbeville.net](http://cityofabbeville.net) All questions on the application must be answered truthfully and correctly. Incomplete applications will not be reviewed.

See full job description at [Civil Service Human Resources – City of Abbeville](#)