

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: [Monday, April 6, 2026 at 12:00 Noon](#)

No application will be accepted after the above deadline.

<u>POSITION TITLE</u>	<u>DEPARTMENT</u>
<i>Public Works 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.)*

Three years of experience with the processing and maintenance of records in a purchasing, warehousing, or similar situation; or substituting course work or training in typing, purchasing, warehousing or a related field for the experience. Must be a registered voter.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Some knowledge of the basic warehouse control method.
- Ability to understand and follow oral and written instruction.
- Ability to learn and accurately apply the City's purchasing procedures.
- Ability to accurately maintain records.
- Physical strength and agility necessary to perform the work.

DUTIES

Provides general administrative support for the Public Works Director; performs a variety of administrative tasks involving the department's operations, and personnel; as well as, purchasing and/or warehouse work.

Positions of this class are responsible for assisting the Public Works Director with the ordering, receiving, issuing and inventory control of office, maintenance, electrical and other supplies. A position of this class can be assigned warehousing duties or buying duties or any combination of warehousing or buying duties; responsible for public works payroll, including payroll change forms, and record keeping; maintains a wide variety of personnel and operational records; maintains construction grant records; provides information to the public and contractors regarding public works activities; assists in coordinating special activities for the Public Works Department; works with outside agencies and other departments to develop procedures; provides personnel services support to other Public Works divisions.

GENERAL INFORMATION

HOW TO APPLY

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

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.

The City of Abbeville is an Equal Opportunity Employer. The City of Abbeville reserves the right to amend, modify, or withdraw this job announcement, and to accept or reject any or all applications in accordance with applicable civil service rules.

ISSUED: March 23, 2026

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