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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: *Friday, August 28, 2026- @ 12:00 Noon*

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

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