



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Time Posted:  
 Closing Date:

*Equal Opportunity Employer.*

**PERSONNEL CLASS SPECIFICATION**

REVISED: 01/01/2005  
 REVISED: 01/01/06;01/01/07

JOB TITLE: Administrative Clerk II

DEPARTMENT: Animal Service and Mosquito Control

FLSA Status: Non-Exempt

HOURS: Part-Time

SALARY RANGE: \$9.28 - \$13.94 hour

GRADE: 8

Front office receptionist providing support in functional areas of the Department of Animal Services and Mosquito Control, which may include greeting visitors, taking incoming calls, record keeping and clerical support to the staff.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Provides clerical support and assists with special projects and routine functions.
- Ability to resolve problems or conflicts and deal effectively with people.

**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 and or ability required.

- High School Diploma or GED equivalent is required.
- Some customer service experience required.
- Typing speed of forty (40) wpm and the ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and database applications.)

**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.