



**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:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*EFFECTIVE: 03/01/2004*  
*REVISED: 01/01/05;01/01/06*  
*01/01/07*

JOB TITLE: Office Supervisor

DEPARTMENT: Animal Services

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$14.86 - \$22.36 / hour

GRADE: 18

Coordinates office operations for Animal Services and Mosquito Control Departments.

**DUTIES AND RESPONSIBILITIES**

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

- Supervises, trains, evaluates and coordinates activities of assigned employees.
- Assists with special projects such as payroll, daily balances and accounts payable and assists special projects and routine functions.
- Provides clerical support to Director and the Assistant Director.
- 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.

- A college degree or two (2) years of applicable experience.
- Two (2) to four (4) years of supervisory experience preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and data base 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.