



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

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED:
 03/01/2004;01/01/06,01/01/07*

JOB TITLE: Administrative Clerk II

DEPARTMENT: Facilities and
 Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. - 5:00 p.m.

SALARY RANGE: \$9.28 - \$13.94/ hour

GRADE: 8

Service call desk and office receptionist providing support in functional areas of the Department of Facilities and Maintenance, 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.)

- Schedules, conducts and promote tours for the public of the Caddo Parish Courthouse.
- 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 manages multiple incoming telephone lines; expertly deals with citizens and employees; and monitors close circuit security cameras.
- 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.
- Customer service experience required and the ability to work with a technical work force.
- 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.