



**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**

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

JOB TITLE: Administrative Clerk III

DEPARTMENT: Facilities & Maintenance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$10.16- \$15.26 / hour

GRADE: 10

Main receptionist for the Government Plaza providing information to callers and visitors of the Caddo Parish Commission, Sheriff's Office, and City of Shreveport.

**DUTIES AND RESPONSIBILITIES**

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

- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens, employees and dignitaries. Accurately provides information to inquiries regarding multiple city and parish entities.
- Provides clerical support as needed and assists with special projects and routine functions.

**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. Two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at a basic level of computer proficiency (email, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures and the ability to establish and maintain effective work relationships.

**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.