



**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: Fleet Services

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

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

LEVEL: 10

Front office receptionist providing support in functional areas of the Department of Fleet Services, which may include payroll and time keeping, departmental billing, management of fleet vehicles listing, and issues fuel cards.

**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.

Provides support to the management and staff of Fleet Services and assists with special projects and routine functions.

Preserves the confidentiality of sensitive issues and situations.

**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. Three (3) years of applicable experience in an office environment is preferred.

Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheets, presentation, and database applications)

Typing skills as necessary for position.

**PHYSICAL REQUIREMENTS**

The physical requirements 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.