



**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:*  
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Administrative Clerk III

DEPARTMENT: Public Works  
 South Camp

FLSA Status: Non-Exempt

HOURS:

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

LEVEL: 10

Provides administrative support to Public Works Roads and Bridges staff, which may include payroll, record keeping and preparing and processing documents.

**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 clerical support to Roads and Bridges staff and assists with special projects and routine functions including inventory control and maintenance on office equipment.
- Professionally manages multiple incoming telephone lines, radio communications, and dispatching; expertly deals with citizens and employees.

**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. An Associates Degree or two (2) years of applicable experience is preferred.
- Typing speed of forty (40) wpm and ability to function at an intermediate level of computer proficiency (e-mail, internet, word processing, spreadsheet, presentation and database applications.)
- Ability to interpret policies and procedures, plans and organize work, and 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.