



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

JOB TITLE: Administrative Clerk III

DEPARTMENT: Public Works

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

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

LEVEL: 10

Position provides clerical support to the staff of the Department of Public Works.

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.
- Professionally manages multiple incoming telephone lines. Courteously and expertly deals with citizens and employees.
- 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. An Associates Degree or two (2) years of highly responsible clerical experience in a business office environment is preferred.
- Ability to function at an intermediate 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.