

New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

OFFICE ASSISTANT II (CLASS CODE 0060)

ENTRANCE SALARY: \$21,436 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn. Applicants who have taken the written examination for this position will not be allowed to repeat that portion of the examination for a period of six (6) months from the date of their last test. Applicants who have taken the performance examination will not be allowed to repeat that portion of the examination for a period of one (1) month from the date of their last test, not to exceed four (4) times within a year.

KIND OF WORK:

Clerical support work of moderate difficulty; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

High School Diploma. Original High School Diploma or GED issued by the State Department of Education must be presented at the time of application.

AND

Permanent or probationary status with the City of New Orleans in a class of work with a pay grade equal to or higher than office Assistant I (pay grade 28) **and** successful completion of the following courses offered by the Civil Service Employee Growth and Development Division or equivalent courses offered by the Sewerage & Water Board's Training Division:

<u>Note</u>: The Civil Service Department reserves the right to determine what courses are considered equivalent.

Basic Grammar	Usage and	Proofreading	(COMM	110)	Or
Basic Grammar	Usage and	Proofreading	(COMM	111)	And
Basic Grammar	Usage and	Proofreading	(COMM	112)	
Basic Office	(GCLE	310)			
City Employee	's Orienta	tion	(PBSV	200)	

KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of 16 words per minute after the deduction of errors, a qualifying written examination, and a qualifying rating of training and experience to determine that the candidate meets the minimum qualifications. Credit will only be given for experience gained within the last ten (10) years. Applicants who took and passed the written examination for Office Assistant I within the last two (2) years need not take the written examination for Office Assistant II.

This is a non-competitive promotional examination limited to employees of the City of New Orleans in accordance with Rule V, Section 8.1(d).

Announcement No. 8332

February 13, 2009

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.