New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE
OFFICE ASSISTANT III
(CLASS CODE 0061)

ENTRANCE SALARY: $22,528 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn. 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 in a year.

KIND OF WORK:

Varied and independent clerical support work of moderate difficulty; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

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

2) Permanent status with the City of New Orleans in a class of work having a pay grade equal to or higher than Office Assistant II (pay grade 46) and one (1) year of experience at that level.

3) Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division of equivalent courses offered by the Sewerage & Water Board:

   Note: 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 Skills	(GCLE 310)	
City Employee's Orientation	(PBSV 200)	
Techniques of Good Customer Service	**(PBSV 220)**	
Telephone Techniques	**(PBSV 230)**	

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 7978 June 23, 2006
(Amended 11/01/06, 07/01/08 and 07/29/09)

KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of twenty (20) words per minute after the deduction of errors and a qualifying rating of training and experience to determine if the applicants meet the minimum qualifications. Credit will only be given for experience gained within the last ten (10) years.

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

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.

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GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.