

Part-Time Secretary
Alexandria Fire and Police Civil Service Board

Summary

- This position provides administrative support to the Alexandria Municipal Fire and Police Civil Service Board, which includes scheduling meetings, posting notice of examinations, maintaining records and employment lists, and ensuring compliance with Louisiana state fire and police civil service laws. Incumbent reports to the Alexandria Municipal Fire and Police Civil Service Board, through its chairman.

Duties and Responsibilities

- Schedules civil service board meetings and appeal hearings and prepares all documents for meetings, including notice, agendas, packets, and subpoenas; attends all meeting of the board and appeal hearings, transcribes minutes of its proceedings, and provides the State Examiner's Office, Governing Authority, and Appointing Authority a copy of the minutes; attends to correspondence directed to the board as instructed by the board.
- Maintains records of all classified fire and police personnel; maintains seniority rosters for the classified fire and police personnel and posts a notice for a public hearing for approval by the board.
- Notifies the State Examiner's Office to request scheduling of examinations; posts for fire and police civil service examinations in compliance with civil service law as directed by the board.
- Provides individuals with an application for admission to a civil service examination; accepts and reviews applications for fire and police examinations and then brings these before the board for their approval or rejection; notifies applicants of the date and time of the examinations.
- Sends a roll call to the State Examiner's Office for examinations that have been scheduled; notifies applicants of his/her examination test score after civil service board approval.
- Provides the appointing authority with a certified eligibility list as directed by the board; maintains competitive and promotional employment eligibility list.
- Accepts reported test scores and applications from any individual who requests that his/her name be added to the board's Fire Communications Officer, Police Communications Officer, Jailer, Secretary to the Chief, and Departmental Records Clerk eligibility lists; presents these to the board for approval or rejection; reports Fire

Communications Officer, Police Communications Officer, Jailer, Secretary to the Chief and Departmental Records Clerk test scores to other jurisdictions as requested.

- Works with the State Examiner's Office when revising civil service board classification plans and rules and related civil service board activity; posts for a public hearing on proposed classification plan and/or board rule revisions.
- Responds to the governing authority, appointing authority, fire and police chief, attorneys, and others regarding board issues as directed by the board.
- Performs other duties as assigned by the civil service board.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High school diploma (or GED equivalent)
- Three to five years of related work experience in administrative support
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

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