



- Reviews the Official Journal daily; cuts out articles, notices, and legal publications, and places/affixes the article, notices, and/or legal publication in the inner-office journal to verify publication in accordance with state statutes and the Home Rule Charter, as well as to provide for archival recordations
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary
- Performs other clerical duties such as filing, photocopying, and collating
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs support duties of related clerical positions when needed
- Maintains main bulletin board for posting of labor laws, public notices, and grant program notices requiring public posting
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

May supervise part-time, temporary, and permanent clerical staff in the performance of job duties.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

## **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. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** Associate degree or higher from college or university or a certificate of completion from a technical school; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

**Language Skills.** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to vendors, supervisors, the general public, and other employees of the Lafourche Parish Government.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must have basic knowledge of the methods, practices, and procedures in general office administration, which also include basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Must possess courteous, efficient telephone manner, pleasant reception of visitors, and ability to promptly route and handle calls and messages; must possess legible handwriting and accuracy in information being taken; Ability to type at least 55 words per minute and possess basic skills in proper formatting of a basic business correspondence, reports, and other materials.

- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.