



STATE OF LOUISIANA
invites applications for the position of:
Hospital Admissions Technician 1

An Equal Opportunity Employer

OPENING DATE: Thu. 06/15/17

CLOSING DATE: Tue. 06/20/17 11:59 PM Central Time (US & Canada)

SALARY: \$9.87 - \$19.73 hourly
\$1,711.00 - \$3,420.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

The Hospital Admissions Technician 1 (HAT1) position is located in the Interview, Screen, Admit and Registration Department.

THIS POSITION IS FOR EVENING SHIFTS. THE SHIFT HOURS ARE FROM 1:30 PM - 12 AM WITH ROTATING WEEKENDS AND HOLIDAYS.

As part of a Career Progression Group, vacancies may be filled from this recruitment as a Hospital Admissions Tech 1 or 2 depending on the level of experience of the selected applicant(s). The maximum salary for the Hospital Admissions Tech 2 is \$43,909.

Applicants must have Civil Service test score for the 8500 Series OFFICE SUPPORT Exam in order to be considered for this vacancy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

One year of experience in which clerical work was a major duty.

SUBSTITUTIONS:

Training in a business or clerical-related curriculum in a business school or technical institute will substitute for the required experience on the basis of six months of training for six months of experience.

Completion of a business or clerical-related curriculum in a business school or technical institute will substitute for the required one year of experience.

College training will substitute for the required experience on the basis of 15 semester hours for six months of experience.

NOTE:

Business or technical school training with less than completion will only be credited in six month increments. Similarly, college training will only be credited in 15 semester hour increments.

NOTE:

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Commission on Higher Education; the New England Association of Schools and Colleges; the Higher Learning Commission; the Northwest Commission on Colleges and Universities; the Southern Association of Colleges and Schools; and the Western Association of Schools and Colleges.

For Further information please contact:

Hilary Genusa Dugar
Human Resource Analyst A
Lallie Kemp Medical Center
985-878-1384