



STATE OF LOUISIANA
invites applications for the position of:

Administrative Coordinator 3

An Equal Opportunity Employer

OPENING DATE: Fri. 11/02/18

CLOSING DATE: Wed. 11/07/18 11:59 PM Central Time (US & Canada)

SALARY: \$10.88 - \$21.36 hourly
\$1,886.00 - \$3,702.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This Administrative Coordinator 3 position is located in the Radiology Department.

Epic Experience in a hospital setting is preferred

Applicants must have Civil Service test scores for **8500-Office Support Exam** in order to be considered for this vacancy unless exempted by Civil Service rule or policy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process by selecting the 'Applications' link after logging into their account.

The State of Louisiana only accepts online applications. Paper applications will not be accepted. Computer access is available at your local library, at local Louisiana Workforce Commission [Business Career Solutions Centers](#), and at the State Civil Service Testing and Recruiting Center at 5825 Florida Boulevard, Room 1070, Baton Rouge, LA 70806. If you require an ADA accommodation, please contact our office at (225) 925-1911 or Toll Free: (866) 783-5462 during business hours for additional assistance.

(Please note: Libraries and LWC centers cannot provide in-depth assistance to applicants with limited computer skills; therefore, we suggest that such applicants have someone with computer proficiency accompany them to these facilities to assist with the computer application process. Also, no State Civil Service employees are housed at the libraries or LWC centers to answer specific questions about the hiring process. Such questions should be directed to the State Civil Service Testing and Recruiting Center at the phone numbers above or by visiting the office on Florida Blvd. where assistance is available. Information is also provided on our job seeker website at <https://jobs.civilservice.louisiana.gov/>).

For further information about this vacancy contact:

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Human Resources
Lallie Kemp Medical Center
985-878-1384