



STATE OF LOUISIANA
invites applications for the position of:

Administrative Supervisor 2

An Equal Opportunity Employer

OPENING DATE: Mon. 09/21/20

CLOSING DATE: Sun. 09/27/20 11:59 PM Central Time (US & Canada)

SALARY: \$12.45 - \$24.46 hourly
\$2,158.00 - \$4,240.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This position is located in the Communications Department.

No Civil Service test score is required in order to be considered for this vacancy.

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. Further status message information is located under the Information section of the Current Job Opportunities page. *Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application. Applications may be rejected if incomplete.** Please ensure all previous related work history is listed on your application.**

For further information about this vacancy contact:

Hilary G. Dugar
Lallie Kemp Medical Center
Human Resources
52579 Hwy 51 South
Independence, LA 70422
985-878-1385

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Three years 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 for a maximum of one year of the required experience.

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

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