



STATE OF LOUISIANA
invites applications for the position of:

Administrative Coordinator 1-2

An Equal Opportunity Employer

OPENING DATE: Tue. 12/21/21

CLOSING DATE: Continuous

SALARY: \$8.30 - \$16.29 hourly
\$1,439.00 - \$2,824.00 monthly

JOB TYPE: Classified

LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

This Administrative Coordinator 1-2 position is located in the Outpatient Clinic.

As part of a Career Progression Group, vacancies may be filled from this recruitment as a Administrative Coordinator 1 or Administrative Coordinator 2 depending on the level of experience of the selected applicant(s). Please refer to the 'Job Specifications' tab located at the top of the LA Careers 'Current Job Opportunities' page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

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. 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.

For further information about this vacancy contact:

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