



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

OFFICE ASSISTANT I
(CLASS CODE 0032)

ENTRANCE SALARY: \$20,397 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn. Applicants who have taken this examination will not be allowed to reapply or repeat this examination for a period of six (6) months from the date of their last written test.

KIND OF WORK:

Routine and elementary clerical support work at the entrance level; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

High School Diploma. **Original High School Diploma or GED issued by the State Department of Education must be presented within two (2) weeks of filing an application.**

AND

Permanent status with the City of New Orleans and six (6) months of experience in a classification at the level of Office Assistant, Trainee or higher.

Note: Departmental certification may be granted at the request of the Department.

KIND OF EXAMINATION:

A written examination, weighted 100%.

This is a promotional examination limited to employees of the City of New Orleans.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Announcement No. 8331

February 13, 2009

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THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.