

Northshore Technical Community College – Hammond Area Campus is accepting applications for the following full-time, classified position:

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://agency.governmentjobs.com/louisiana/default.cfm>

Applications not received through the civil service website will not be accepted.



**STATE OF LOUISIANA**  
invites applications for the position of:

# **Administrative Assistant 2**

An Equal Opportunity Employer

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**OPENING DATE:** Mon. 04/10/17

**CLOSING DATE:** Thu. 04/20/17 11:59 PM Central Time (US & Canada)

**SALARY:** \$8.87 - \$18.65 hourly  
\$1,538.00 - \$3,233.00 monthly  
\$18,456.00 - \$38,796.00 annually

**JOB TYPE:** Classified

**LOCATION:** Hammond, Louisiana

**SUPPLEMENTAL INFORMATION:**

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. Below are the most common status messages and their meanings.

Application received - Your application has been submitted successfully.

Checking for required test score - We are making sure you have an active, passing score for the required written test.

Written Exam – See History – Click on the History link for test results. Candidates with an active, passing score will designate as "Pass". Candidates with a failure on the written exam designate as "Fail". If no information is present, you have no present written exam results.

Evaluating experience - Your application is being reviewed to ensure you meet the minimum qualifications for the position.

Minimum Qualification Review – See History – Click the History link for the results of your application review. Passing candidates will designate as "Pass". Failing candidates will designate as "Fail".

Eligible for consideration - You are among a group of applicants who MAY be selected for the position.

Eligible Pending Supplemental Qualification Review - Only candidates meeting the supplemental qualification will be eligible for referral.

Referred to hiring manager for review - Your application has been delivered to the hiring manager. You may or may not be called for an interview.

Position filled - Someone has been selected for the position.

Position canceled - The agency has decided not to fill the position.

For further information about this vacancy contact:

Owen Smith

Northshore Technical Community College

Human Resources

65556 Centerpoint Blvd, Lacombe, LA 70445

985-545-1217

## **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.

**JOB CONCEPTS:**

Function of Work:

To provide secretarial support for a professional, supervisor or manager, and in some cases, subordinate staff of that individual.

OR

To provide highly-skilled keyboarding support in the transcribing and recording of information.

Employees perform recurring duties independently, however, are given

specific instructions for non-routine assignments as needed.

Level of Work:

Experienced.

Supervision Received:

General from a professional, supervisor or manager.

Supervision Exercised:

None.

Location of Work:

May be used by all state agencies.

Job Distinctions:

Differs from Administrative Assistant 1 by the presence of responsibility for duties that begin requiring independent judgment and initiative to perform.

Differs from Administrative Assistant 3 by the absence of responsibility for serving as secretarial support to a mid-level manager or performing advanced keyboarding duties.

**EXAMPLES OF WORK:**

**SECRETARIAL**

Screens telephone calls and visitors according to supervisor's request; may refer calls to appropriate staff.

Prepares, proofreads, and edits correspondence, reports, and other materials.

Maintains files and reference manuals/materials; ensures confidentiality of information, as necessary.

Maintains supervisor's calendar, as instructed, making appointments and arranging meeting rooms and materials.

Sorts and distributes incoming mail.

May perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc.

**KEYBOARDING**

Sets up and types a wide variety of correspondence, reports, tables, records, case histories, hearings, etc. from rough draft, dictation, dictating machine or instructions.

Types material that involve knowledge of special terminology.

Attends meetings and transcribes minutes; may serve as hearings reporter by recording verbatim testimony and transcribing into prescribed format.

Proofs typing results for typographical errors, spelling, punctuation and format accuracy.

Establishes and maintains electronic files for identifying, recording and classifying stored data; extracts, assembles and merges stored information to create new documents.

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Job #91215-NTCC-HAMM  
ADMINISTRATIVE ASSISTANT 2  
OS

OUR OFFICE IS LOCATED AT:  
For agency contact information, please refer to  
the supplemental information above.  
Louisiana State Civil Service, LA 70802  
(866) 783-5462  
[SCS-LaCareersWorkflow@la.gov](mailto:SCS-LaCareersWorkflow@la.gov)

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### **Administrative Assistant 2 Supplemental Questionnaire**

\* 1. How many years of experience do you have working at a technical or community college and/or for a university?

\* Required Question