



TANGIPAHOA PARISH SCHOOL SYSTEM BULLETIN

TIMELY INFORMATION OF SPECIAL INTEREST TO
SCHOOL EMPLOYEES AND OTHERS IN THE COMMUNITY

**MARCH 1, 2019
NO. 6**

GAVIN VITTER, DIRECTOR OF HUMAN RESOURCES

TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

**OFFICE ASSISTANT II – 2 positions
Central Office – Child Nutrition Department**

Please go to the tangischools.org website and click on Human Resources for more information.

Tangipahoa Parish School System does not discriminate on the basis of race, color, national origin, sex, age, disabilities or veteran status. We are an equal opportunity employer.

March 1, 2019

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

- DEADLINE: March 11, 2019
- POSITION: OFFICE ASSISTANT II (2 Positions)
- SALARY: \$21,073 - \$29,453
- LOCATION: Central Office for Child Nutrition Department
Amite, Louisiana
- CRITERIA: High School Diploma or Equivalency Certificate, passed Civil Service Test for Clerk-Typist 1 **or** Coast Civil Service **or** Office Support Exam **or** successfully completed coursework leading to Associate Degree in Office Administration **or** successfully completed related coursework at State Approved Vocational School, State Approved Business School **or** J.T.P.A sponsored school. Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with application. Proficient in Microsoft Word applications is preferred.

A pre-employment test will be given to establish an applicant's job knowledge.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

Applicants must apply before the deadline even if a previous application is on file, as previous applications will not be considered.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin or disability.

MELISSA M. STILLEY
Superintendent