



TANGIPAHOA PARISH SCHOOL SYSTEM BULLETIN

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

**NOVEMBER 8, 2019
NO. 29**

GAVIN VITTER, DIRECTOR OF HUMAN RESOURCES

TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

**OFFICE ASSISTANT II
SPECIAL SERVICES/REGISTRATION CENTER**

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.

Friday, November 08, 2019

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

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

- DEADLINE: November 18, 2019
- POSITION: OFFICE ASSISTANT II
- SALARY: \$21,573 - \$29,953
(based on years of experience)
- LOCATION: Special Services Center / Registration Center
Hammond, 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.

APPLICANT MUST BE BILINGUAL IN ENGLISH and SPANISH

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 under "Criteria" 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