TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

ACCOUNT CLERK II – 12 months
BUSINESS DEPARTMENT – CENTRAL OFFICE

SCHOOL SECRETARY – 10 months
ROSELAND MONTESSORI SCHOOL
ROSELAND
The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: January 22, 2020

POSITION: SCHOOL SECRETARY (10 Months)

SALARY: $20,659 - $28,625
(based on years of experience)

LOCATION: Roseland Montessori School
Roseland, Louisiana

CRITERIA: High School Diploma or Equivalency Certificate and passing scores on Civil Services test for Office Support Exam or Coast Exam or successful completion of coursework leading to an Associate's Degree in Office Administration or successfully completed related coursework at a State Approved Vocational School or State Approved Business School. Transcripts, Diplomas, Certificates of Completion and/or Civil Service test scores must be submitted with the application.

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
*****NOTICE*****

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

**DEADLINE:** January 22, 2020

**POSITION:** ACCOUNT CLERK II (12 Months)

**SALARY:** $23,668 - $33,005 (based on years of experience)

**LOCATION:** Business Department, Central Office
Amite, Louisiana

**CRITERIA:** High School Diploma or Equivalency Certificate, passed Civil Service Test for Account Clerk or Accounting Paraprofessional, 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 and a minimum of one years’ work experience in a governmental or business accounts payable position. Diplomas, Certificates of Completion and/or Civil Service Test Scores and documented work experience must be submitted with application.

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.

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MELISSA M. STILLEY
Superintendent