

MELISSA M. STILLEY
SUPERINTENDENT

ROBIN T. ABRAMS
BOARD PRESIDENT



DEADLINE: DECEMBER 17, 2021

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following position:

- POSITION:** OFFICE ASSISTANT II (12 Months)
- SALARY:** \$23,483 - \$32,450
(based on years of experience)
- LOCATION:** Academics Department, Central Office, Amite Louisiana
Human Resources Department, Central Office, 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 a State Approved Vocational School, State Approved Business School, or J.T.P.A. sponsored school. A Bachelor's Degree or higher will be accepted in lieu of any of the above requirements. Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with the application. Proficient in Microsoft Word applications is preferred.

Address application and other pertinent information to: *Gavin Vitter, Director of Human Resources, Tangipahoa Parish School System, 59656 Puleston Road, Amite, LA 70422.*

Include a letter with your application stating specifically the position for which you are applying, being sure to include you complete address, telephone number and email address; as well as references, qualifications past work experience, personal data, and verification of meeting the established criteria listed above. Submit all credentials with your application.

Submit your application before the deadline of December 17, 2021 even if a previous application is on file with TPSS Human Resources, as previous applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: DECEMBER 3, 2021

TANGIPAHOA PARISH
SCHOOL SYSTEM