

CLERICAL - Applications are being accepted for a clerical position with the Madison Parish Police Jury. The employee would be required to carry out basic clerical tasks that include greeting vendors, assisting the public, answering telephone calls, and filing. Responsibilities vary frequently, including maintaining a clean and safe front office being required.

The applicant must be able to communicate orally and in writing, prepare reports, possess computer skills (Word and Excel) and to deal courteously and effectively with others.

To apply you may obtain an application from the Madison Parish Police Jury, Courthouse Building, Tallulah, LA. We are “an equal opportunity employer”. **Please no phone calls. All applications must be submitted by 12:00 noon, October30, 2020.**