

# OPEN ENTRANCE

## TOURISM CLERK (PART-TIME)

Pay Range 4 .....\$8.79/Hourly

### NATURE OF WORK

The incumbent in this class assist the Tourism Specialist in overall operation of the Visitor Center. The work consists of providing clerical and general office assistance to the Tourism Specialist. The clerk assists visitors with dates and locations of festivals and other Opelousas Attractions within the City and the surrounding areas.

Assist with answering telephones, processing all daily inquires and bulk mailings, maintaining the brochure inventory, providing visitor information in the visitor center. Assist with data entry and other clerical work. Responsible for compiling numbers for monthly board report, track all items distributed to event organizers, complete donation request forms. Also assist with rental of the pavilion and chapel. Assist the Tourism Specialist with conducting tours of Le Vieux Village to visitors and special groups. Assist with media promotions. Assist with meetings for the village.

### QUALIFICATIONS REQUIREMENTS:

Graduate of High School or GED, some generalized computer skills and office skills or an equivalent combination of training and experience.

### GENERA INFORMATION

### HOW TO APPLY:

Application must be received from the Civil Service Office at the Municipal Plaza, 105 North Main Street, Opelousas, LA. All questions on said application must be answered and failure to do so may result in applicant receiving a lower score, or rejection of the application. All applications must be signed, mailed, or delivered to the Civil Service Office not later than twelve o'clock noon June 25, 2018.

### MILITARY PREFERENCE:

Five points shall be added to the grade on entrance examination for all applicants with military service under honorable conditions provide that the points are added only after a passing grade or score is attained. Applicants claiming preference under the provisions of this rule must present discharge papers to the Civil Service Director for inspection. Eligibility for military preference as stated herein shall be determined by the director in accordance with provisions of section (1) (9) of Article XIV of the Louisiana Constitution Amendments thereto.

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