

NOTICE

The Jasper Civil Service Board will establish a register of applicants for the following positions: (DEADLINE to apply for all positions is August 27, 2018, 3:00 pm)

1. Clerk I: Test date September 11, 2018, 1:00 pm at the Jasper Police Department. This position includes, but not limited to having knowledge of Microsoft Word, creating spreadsheets, data processing, customer service, receptionist duties, etc.
2. Clerk II: Test date September 12, 2018, 9:00 am at the Jasper Police Department. Must be proficient in clerical and administrative duties with the ability to make independent decisions, work without direct supervision, have excellent communication skills, and the ability to manage and maintain office, and ability to multi-task. MUST have at least one year clerical experience or have an Associate in Business or equivalent.
3. Heavy Equipment Mechanic: Test date September 10, 2018, 1:00 pm at City Hall, basement. Applicant MUST have a CDL Class B license, and, must have five years experience as a heavy equipment mechanic. Must understand wiring schematics and hydraulic functions; must be able to trouble shoot air and hydraulic brakes and make needed repairs; must be able to read a micrometer and read a caliper and rule accurately; must be able to evacuate A/C systems, repair leak test and recharge; must be able to diagnose diesel and gas engine problems and make repairs; must be able to operate equipment in order to diagnose and repair; must have knowledge of light duty cutting and welding repairs at the shop and on road repair.
4. Operator II and Operator III: Test date August 29, 2018 9:00 am at Police Department. Applicant must have a Class B license for OPR II and a Class A for OPR III.
5. Animal Control Officer – Test date August 29, 2018 9:00 am at Jasper Police Department. Must be at least 19 years of age.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING WITH THEIR APPLICATION
BY THE DEADLINE DATE OF AUGUST 27TH 3:00 PM

- A. Current drivers license
- B. Social security card
- C. High school diploma or GED
- D. Birth certificate
- E. Three letters of recommendation

Applications may be downloaded at [www. jaspercity.com](http://www.jaspercity.com) (click on employees, then Civil Service), or, picked up in the basement of Jasper City Hall.

All considered for hire must pass a background check and drug test.

The City of Jasper is an equal opportunity employer.

Gilbert Jean
Chairman

August 10, 12, 15, 17, 19