

NOTICE

The Jasper Civil Service Board will establish eligibility registers of qualified applicants and give a written exam for the positions below. To qualify , the applicant must be a citizen of the United States and present a copy of the following documents at the time of making application:

1. Current drivers license
2. Social security card
3. Birth certificate
4. High school diploma or GED
5. College degree if required
6. Three current letters of recommendation (from non city employees) signed and must include a phone number.

All documents must be turned in with application. Please make your own copies.

JAILER: TEST DATE: August 17, 2021 9:00 a.m.

DEADLINE to apply: August 4, 2021 10:00 a.m.

Must be at least 19 years of age and pass a background check

Recreation Program Co-ordinator:

TEST DATE: August 10, 2021 9:00 a.m.

DEADLINE to apply: July 29, 2021 10:00 a.m.

This position requires:

- a. A college degree
- b. Knowledge of principles, rules and procedures of organized competitive sports, athletic and recreation programs, objective of public recreation and athletic programs.
- c. Skill in organizing, coordinating and reviewing programs.
- d. Initiative and resourcefulness in the solution of difficult management problems
- e. Ability to effectively convey ideas and information to large groups
- f. Ability to follow and maintain a budget
- g. Ability to understand, follow and complete oral and or written directions.

Applications may be downloaded [HERE](#)

You may also pick up application in the basement of Jasper City Hall (Monday-Friday 8-4:30 (excluding holiday's) and return to same via slit in door.

The successful applicant will be required to submit to a drug test prior to entering employment.

THE CITY OF JASPER IS AN EQUAL OPPORTUNITY EMPLOYER

Chairman, Gilbert Jean

July 15, 17, 20, 22, 24