

NOTICE April 15, 2024

The Jasper Civil Service Board will establish eligibility registers of qualified applicants and give a written exam for the following positions:

- Position: 1. Administrative Assistant
 2. Corrections Officer (Jailer)

Deadline to apply: May 6th 2024 10:00 a.m.

Test Date: May 21, 2024 10:00 am

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. Three current letters of recommendation (from non city employees) signed and must include a phone number.

Additional qualifications:

For the Admin Asst, you must schedule a typing test by contacting the employment office, and pass with 35 wpm. This must be done on or before the application deadline.

Applications may be picked up in the basement of Jasper City Hall, 400 W 19th Street, or by visiting www.Jaspercity.com (employment opportunities).

Any condition offer, test or other benefit of employment is strictly contingent upon the satisfactory completion of all requirements of the application and a background check which will be conducted by the City of Jasper and/or Department of the City to which you are applying.

Carl Dorrough
Chairman