

NOTICE July 7, 2026

The Jasper Civil Service Board will give a written exam and establish an eligibility register of qualified applicants for :

Position: Administrative Assistant Grade 12 - \$36,687.83  
Deadline to apply: August 3, 2026 10:00 a.m.  
Test Date: August 18, 2026 10:00 a.m.

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:

You must schedule a typing test by contacting the state employment office (located on Viking Drive) and pass with 35 wpm. This must be done on or before the application deadline.

Applications may be picked up at Jasper City Hall, 121 17<sup>th</sup> St W, 3<sup>rd</sup> floor, or by visiting [www.jaspercity.com](http://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.

Gilbert Jean  
Chairman