

## NOTICE November 6, 2024

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

Position: 1 Administrative Assistant Starting \$35,171.30 yr

Position: 2 Heavy Equipment Operator Starting \$38,822.54 yr

Deadline to apply: November 25, 2024 4:00 pm

Test Date: December 10, 2024 9:00 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. Three current letters of recommendation (from non city employees) signed and must include a phone number.

Additional qualifications for Administrative Assistant:

Must turn in copy of High School Diploma/ GED

Minimum qualifications – Have knowledge and level of competency commonly associated with the completion of an associate's or technical degree in a course of study related to the field; sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Additional qualifications for Heavy Equipment Operator:

Must had CDL (A)

Applications may be picked up in the basement of Jasper City Hall, 400 W 19<sup>th</sup> Street, 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.

Carl Dorrough  
Chairman