

The Richland Parish School Board is currently accepting applications for:

Administrative Assistant to the Business Manager B

MINIMUM QUALIFICATIONS: (complete classified application)

- High School Diploma or GED/HISET equivalent
- Typing Proficiency
- Banking experience preferred

PREFERRED QUALIFICATIONS: (complete certified application)

- A baccalaureate degree plus five years of professional level experience in a public or private sector setting.

To learn more about the duties, responsibilities, and see examples of work please see job descriptions available on our website at www.richland.k12.la.us.

Applications can be requested by telephone by calling (318)728-5964, by visiting the school district website www.richland.k12.la.us, or by visiting the central office complex. Application should be directed by mail to Director of Personnel, Richland Parish School Board, 411 Foster Street, PO Box 599, Rayville, LA 71269, by email to personnel@richland.k12.la.us, or by visiting the central office complex.

Applications must be received no later than close of business at 4:00 P.M. on Friday, December 1, 2023. Interviews are tentatively scheduled to be in-person on Tuesday, December 5 at 2:00 P.M.