

NOTICE April 25, 2022

The Jasper Civil Service Board will establish eligibility registers of qualified applicants and give a written exam for the position of "Accountant/Purchasing Agent", on June 27, 2022, 9:00 a.m. Location of the exam depends upon the number of applicants and will be sent to all those who apply. To qualify, the applicant must be a citizen of the United States and turn in the following documents with 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.
5. Bachelor's degree (accredited by a regional accrediting agency with major course work in accounting)

Minimum Qualifications: Knowledge and level of competency commonly associated with completion of specialized training in the field of work

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.

Deadline to apply is June 20, 2022, at 11:00 a.m.

This position is a Grade 19 with starting pay at \$41,232.91

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

Dr. Marcus O'Mary

Chairman