

NOTICE

November 3, 2021

The Jasper Civil Service Board will give a written test for Clerk II on December 7, 2021 at the Jasper Police Department. 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, signed and must include a phone number.

All documents must be turned in with application. Please make your own copies.

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.

DEADLINE TO APPLY: November 22, 2021 9:00 am

Applications may be downloaded at www.jaspercity.com (click on "employees" and you will be taken to our site. You may also pick up application in the basement of Jasper City Hall (Monday-Friday 8-4:30 (excluding holiday's) and return to same via slit in door.

The successful applicant will be required to submit to a drug test prior to employment.

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.

THE CITY OF JASPER IS AN EQUAL OPPORTUNITY EMPLOYER

Gilbert Jean, Chairman

Nov 9, 11, 13, 16, 18,