



Position Announcement

The Village of Choudrant is recruiting for the following position:

Title: (FULL-TIME) Assistant Clerk

SUMMARY OF DUTIES

*Duties include **but are not limited to***

- **Communication:** Answering, screening, and directing phone calls, taking messages, and handling email correspondence.
- **Document Management:** Filing, scanning, copying, and organizing physical and digital records.
- **Data Entry:** Accurately entering information into computer databases, such as invoices, customer orders and utility billing.
- **Reception & Support:** Greeting visitors, handling daily mail, and providing general administrative support to staff.
- **Office Administration:** Maintaining office equipment, ordering supplies, and keeping workspaces organized.

Required Skills

- **Organization:** Strong ability to manage files and prioritize tasks.
- **Communication:** Excellent verbal and written skills for interacting with the public and staff.
- **Technology:** Proficiency in Microsoft Office (Word, Excel) QuickBooks or Google Workspace and office equipment (scanners, printers).
- **Detail-Oriented:** Ensuring accuracy in data entry and record maintenance

APPLYING INSTRUCTIONS

Interested applicants should submit a resume and job application to

Village of Choudrant

Attn: Human Resources

P.O. Box 288

Choudrant, LA 71227

OR

Apply in person at Village Hall located at 3911 Elm Street, Choudrant, LA 71227.

Job applications can be found at www.choudrant.org

PRE-EMPLOYMENT AND CONSENT TO BACKGROUND CHECK REQUIRED

THE VILLAGE OF CHOUDRANT IS AN EQUAL OPPORTUNITY EMPLOYER

THE VILLAGE OF CHOUDRANT IS AN "AT WILL" EMPLOYER