



STATE OF LOUISIANA
invites applications for the position of:
**ADMINISTRATIVE PROGRAM
SPECIALIST-A**

An Equal Opportunity Employer

OPENING DATE: Thu. 08/10/17
CLOSING DATE: Tue. 08/15/17 11:59 PM Central Time (US & Canada)
SALARY: \$13.30 - \$28.00 hourly
\$2,305.00 - \$4,853.00 monthly
JOB TYPE: Classified
LOCATION: Independence, Louisiana

SUPPLEMENTAL INFORMATION:

The **Administrative Program Specialist A** position is located in the Medical Staff office.

Applicants must have Civil Service test scores for **8100-Professional Level Exam** in order to be considered for this vacancy. If you do not have a score prior to applying to this posting, it may result in your application not being considered.

Applicants **without** current test scores can apply to take the test [here](#).

To apply for this vacancy, click on the "Apply" link above and complete an electronic application which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process by selecting the 'Applications' link after logging into their account.

The State of Louisiana only accepts online applications. Paper applications will not be accepted. Computer access is available at your local library, at local Louisiana Workforce Commission [Business Career Solutions Centers](#), and at our Baton Rouge Information and Testing Office at 5825 Florida Boulevard, Room 1070, Baton Rouge, LA 70806. If you require an ADA accommodation, please contact our office at (225) 925-1911 or Toll Free: (866) 783-5462 during business hours for additional assistance.

MINIMUM QUALIFICATIONS:

A baccalaureate degree.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

For further information about this vacancy contact:

Lori Burns, HR Specialist
Lallie Kemp Medical Center
(985) 878-1307