

**LAFAYETTE CITY - PARISH CONSOLIDATED GOVERNMENT  
CIVIL SERVICE SYSTEM  
291-8330**

**TO FILE AN APPLICATION**

**Only U.S. citizens and non-citizens authorized to work in the United States by the U.S. Citizenship and Immigration Service are eligible for employment by the Lafayette Consolidated Government.**

In order for an application to be accepted, the following items are required at the time the application is turned in.

1. Proof that the applicant is 18 years of age or older and has permission to work in the United States issued by the Department of State if not a citizen, and has submitted to the Civil Service Office the prescribed completed employment forms of the aforementioned, prior to the deadline for applications.
2. Proof of a social security number. If you do not have your SS card, an official document with your number **printed** on it will be accepted. (Ex: W-2, pay stub, etc.)

The following item may be turned in at any time **before** the test is given.

3. Proof of honorable discharge: DD214. You must show proof of having served 90 consecutive days of active duty and show proof that you were honorably discharged. Anyone showing proof will be awarded five points to a passing score.
4. Deadlines are strictly enforced, your application form with items 1 and 2 listed above must be submitted to the Civil Service Office before both date / time and maximum number of applications stated on the ad or announcement of the vacancy.

- ! After the Civil Service test the top five scoring applicants plus ties will be certified as eligible for hire.
- ! Any offer of employment is subject to your passing the physical examination, the drug test and retaining or achieving any qualifications or licenses or certifications required by the job.
- ! Any employee hired into the LCG Civil Service system is subject to a 6 month probationary period, if unwilling or unable to perform satisfactorily during that time, the new employee may be dismissed without right of appeal.
- ! Continued employment is subject to the Conditions of Employment Policy (from Human Resources Office)



EDUCATION

17. Circle the last grade of school you completed:

Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 GED

List your education since high school including colleges, business, trade, correspondence, and military service schools.

**Colleges, Universities and Junior Colleges Attended**

NAME AND LOCATION	Date Attended		Credit Hours	Major	Degree and Year
	From	To			

**Business or Trade Schools Attended**

NAME AND LOCATION	Date Attended		Courses Completed	Date of Diploma or Certificate
	From	To		

**Correspondence or Military Courses Completed**

NAME AND LOCATION	Length of Course	Courses Completed	Date Completed

MILITARY SERVICE

18. Are you claiming Veteran's Preference? \_\_\_\_\_ If yes, then complete the following and present your DD214 before taking test.  
 Branch of Service Rank at time of Separation  
 (Army, Navy, etc.)

Date Entered Active Duty Date	Separated From Active Duty Retired Yes <input type="checkbox"/> No <input type="checkbox"/>	Military Occupation Specialty
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Was Service Performed on active Full Time Basis With Full Time Pay and Allowance Yes  No

19. Experience: Begin with your present or latest position and work backwards. Account for all periods of employment or unemployment. GIVE YOUR DUTIES AND RESPONSIBILITIES IN SUCH DETAIL AS TO MAKE YOUR QUALIFICATIONS CLEAR.

**STUDY THE FOLLOWING EXAMPLE:**

From: Oct. 19 64 to July 19 69  
 Month Yr. Month Yr.

Name of Employer:  
**Commonwealth of Kentucky**  
 Address  
**Finance Bldg. Auditor's Office**  
 Phone#  
**233-3333**

Kind of Business or Organization  
**Public Service**  
 Was this a Supervisory Position?  
**Yes**

Name and Title of Your Immediate Supervisor  
**A.C. Cole - Asst. State Auditor**  
 Reason for Leaving  
**To Enter Army**

Exact Title of Your Position: \_\_\_\_\_ Senior Auditor

Salary: Starting \$ \_\_\_\_\_ 910.00 per \_\_\_\_\_ month, Final \$ \_\_\_\_\_ 1,099.00

**DUTIES AND RESPONSIBILITIES:** Made field audits of accounts of state departments or political subdivisions or of persons and business firms subject to taxation or regulation by the State. Made assignments and reviewed the work of assistants; prepared reports in connection with audits made; gave instructions and direction to public officials in connection with approved methods of accounting for public funds. Occasionally testified in courts on matters involving audits completed.

**1) PRESENT OR LAST POSITION**

From \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
Month Yr. Month Yr.

Exact Title of Your Position: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ per \_\_\_\_\_, Final \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Kind of Business or Organization: \_\_\_\_\_

Was this a Supervisory Position? \_\_\_\_\_

Name and Title of Your Immediate Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**2) NEXT PREVIOUS POSITION**

From \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
Month Yr. Month Yr.

Exact Title of Your Position: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ per \_\_\_\_\_, Final \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Kind of Business or Organization: \_\_\_\_\_

Was this a Supervisory Position? \_\_\_\_\_

Name and Title of Your Immediate Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**3) NEXT PREVIOUS POSITION**

From \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
Month Yr. Month Yr.

Exact Title of Your Position: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ per \_\_\_\_\_, Final \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Kind of Business or Organization: \_\_\_\_\_

Was this a Supervisory Position? \_\_\_\_\_

Name and Title of Your Immediate Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

20. List volunteer experience here:

#### 4) NEXT PREVIOUS POSITION

From \_\_\_\_\_ , \_\_\_\_\_ to \_\_\_\_\_ , \_\_\_\_\_  
Month Yr. Month Yr.

Exact Title of Your Position: \_\_\_\_\_

Salary: Starting \$ \_\_\_\_\_ per \_\_\_\_\_ , Final \$ \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Kind of Business or Organization: \_\_\_\_\_

Was this a Supervisory Position? \_\_\_\_\_

Name and Title of Your Immediate Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

REFERENCES

21. List three persons (do not list relatives or people who have worked for you) who have definite knowledge of your qualifications and fitness for the position for which you are applying.

FULL NAME	ADDRESS (Complete)	PHONE NO.	BUSINESS or OCCUPATION

REMARKS

22.

23.

24.

#### YOU MUST SIGN APPLICATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from the employment of the Lafayette Consolidated Government.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## RECRUITING INFORMATION

The following information does not become part of your application for employment. Your answers will neither help nor hinder your chance for employment with the Lafayette Consolidated Government. They do, however, help us to assess our recruiting efforts, as well as to monitor the progress of our Equal Employment Opportunity Program. Therefore, we ask your cooperation in providing the following information. Thank you.

1. DATE OF APPLICATION: \_\_\_\_\_  
month day year

2. NAME: \_\_\_\_\_  
last first middle initial

3. SOCIAL SECURITY NO: \_\_\_\_\_

4. BIRTH DATE \_\_\_\_\_  
month day year

5. JOB APPLIED FOR: \_\_\_\_\_

6. SEX (Please Check): \_\_\_\_\_ Male  
\_\_\_\_\_ Female

**7. HOW DO YOU DESCRIBE YOURSELF IN TERMS OF THE FOLLOWING GROUP?  
PLEASE CHECK.**

- \_\_\_\_\_ A. American Indian (including Aleuts and Eskimos)  
\_\_\_\_\_ B. Black/African-American/African  
\_\_\_\_\_ C. White/Caucasian/European/Middle Eastern  
\_\_\_\_\_ D. Hispanic/Chicano/Puerto Rican/Mexican American/Latin American  
\_\_\_\_\_ E. Oriental/Asian American/Pacific Islander  
\_\_\_\_\_ F. Disabled as defined by the Americans with Disabilities Act

**8. HOW DID YOU HEAR ABOUT THE JOB FOR WHICH YOU APPLIED? PLEASE CHECK.**

- \_\_\_\_\_ A. Lafayette Daily Advertiser  
\_\_\_\_\_ B. Out-of-town newspaper  
\_\_\_\_\_ C. Professional journal  
\_\_\_\_\_ D. Radio  
\_\_\_\_\_ E. Civil Service bulletin board  
\_\_\_\_\_ F. Present city-parish employee  
\_\_\_\_\_ G. University Placement Office  
\_\_\_\_\_ H. Louisiana State Employment Office  
\_\_\_\_\_ I. Other

## COURT SERVICES MANAGER

### PURPOSE AND NATURE OF WORK

The single position so classified is responsible for the administrative and supervisory work in all aspects of the Court Services division's case management and educational programs. Position is also responsible for researching and applying for funding to sustain current Court Services programs and projects as well as meeting regularly with court personnel to insure that Court Services' programs are meeting the needs identified by judges, prosecutors, and attorneys. Incumbent works with substantial independence under the direction of the Director of Community Development and has supervisory responsibilities for a small staff of regular employees in addition to temporary employees.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Supervises and directs a regular staff consisting of an Alternative Services Coordinator, two (2) Sentence Coordinators, and a Clerk Typist as well as temporary staff of coordinators and counselors. Manages division's budget, including revisions, payments, grant reimbursements, and deposits from classes.

Develops and maintains relationships with judges, prosecutors, district attorneys, local court systems, and the educational system to market programs and classes. Monitors and updates class materials as necessary to ensure the most up to date practices are being utilized. Provides presentations to the community concerning programs and activities of the division. Manages and maintains local alcohol related prevention efforts via the local alcohol prevention coalition.

Compiles and analyzes program data to ensure client needs are being met and prepares required reports based on such data. Performs quality assurance reviews on caseloads, database information, and court room procedures, including recommendations for alterations in the aforementioned. Assures compliance with court orders. Researches and develops funding sources for the programs of the division.

Performs related work as required.

### NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Through knowledge of Court Services programs, methods and procedures.

Knowledge of the criminal court system, criminal code regarding substance abuse and sentencing requirements of drug offenders.

Ability to plan, organize and implement the work of a drug court support staff, sentence monitoring, record keeping and to objectively evaluate its performance.

Ability to communicate effectively in writing and orally.

Ability to form and maintain effective working relationships with judges, law enforcement personnel, employees, staff, convicts and general public.

Ability to make objective decisions and recommendations and deal tactfully and impartially with the program participants.

### DESIRABLE EDUCATION AND EXPERIENCE

Baccalaureate degree in substance abuse counseling, psychology or related field supplemented by education in criminal justice or law, with substantial experience in fields related to the work of the Court Services division, including supervisory experience.

# LAFAYETTE CONSOLIDATED GOVERNMENT

## NOTICE TO APPLICANTS

### PRE-EMPLOYMENT DRUG TESTING

The LAFAYETTE CONSOLIDATED GOVERNMENT has a policy prohibiting the possession, distribution, use, consumption, or being under the influence of, alcohol or illegal or unauthorized, controlled substances, in order to provide a safe and healthful environment for employees, visitors, and members of the general public. Therefore, those applicants selected for employment with the LAFAYETTE CONSOLIDATED GOVERNMENT will be required to submit to a urine drug screen test and shall be dropped from consideration of employment if the testing results indicate a detectable amount of illegal or unauthorized substances.

Individuals who have been disqualified due to positive test results shall be ineligible to reapply for work with the LAFAYETTE CONSOLIDATED GOVERNMENT for a period of seven years after having been dropped from consideration. Upon reapplication, those applicants must show proof of their completion of a reasonable drug and alcohol treatment or counseling program.