



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$25,508 PER YEAR

INSTITUTIONAL COUNSELOR II
(CLASS CODE 6026)

FINAL DATE FOR FILING APPLICATIONS: Friday, October 30, 2009

KIND OF WORK:

Counseling and supervision of youths in a Juvenile Detention Center or Manhood Development Program on assigned shifts; and related work as required.

Working Conditions: Employees in this class work a minimum of 40 hours per week on day and night shifts including weekends and holidays. Employees are responsible for seeing that youths attend to personal chores, as well as supervising recreation activities.

NOTE: This position requires a one (1) year probationary period.

MINIMUM QUALIFICATION REQUIREMENTS:

Minimum age limit: 21 years*

AND

EITHER: A Bachelor's Degree from an accredited college or university*

OR: High school graduation* and two (2) years of full-time experience in child care, recreation, health care or a closely related field in which direct social services are provided.

AND

A working, available telephone throughout employment.

* Either a birth registration certificate, naturalization papers, or baptismal papers showing a birth date, original College Diploma or Official College transcript, original high school diploma or GED must be presented within two (2) weeks of the final filing date.

Note: College level training may be substituted at a rate of sixty (60) semester hours for each year of experience required*. Appropriate volunteer work which can be documented by a recognized volunteer agency will be accepted at the rate of forty (40) hours of experience for each week of work.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

Note: The positions with the New Orleans Police Department require a valid driver's license.

Domicile requirements are currently waived for this examination.

KIND OF EXAMINATION:

A qualifying review of training and experience. Applicants who are given conditional offers of employment must undergo a urinalysis to test for illegal drug use and must successfully complete a psychological/psychiatric evaluation.

This is a non-competitive original entrance examination.

Note: All applicants are required to assist and cooperate with the Civil Service Department and the Department of Human Services in obtaining past employment records and personal history records. Failure to comply may be cause for disqualification. Felony or numerous misdemeanor convictions are disqualifying. **Applicants must be fingerprinted before being hired.**

Announcement No. 8417

October 16, 2009

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE (504) 658-2059 OR 1-800-981-6652.

DSC