

EQUAL OPPORTUNITY EMPLOYER
CITY OF LAUREL, MS
GENERAL CLERICAL CIVIL SERVICE EXAMINATION

A Civil Service Examination for General Clerical positions in the City of Laurel will be given on Saturday, July 27, 2024, 8:00 a.m. Deadline to apply is Wednesday, July 24, 2024, 4:30 p.m.

APPLY IN PERSON:

Human Resources
City Hall, Office 302
401 North 5th Avenue
Laurel, Mississippi 39440

REQUIREMENTS:

- Minimum Age of 21
- Birth Certificate
- Social Security Card
- Valid Mississippi Driver's License
- High School Diploma or GED
- Voter Registration Card (County where you reside)
- Must be able to pass the General Clerical exam with a minimum of 70%
- Must be able to pass background check

EDUCATION AND EXPERIENCE REQUIRED:

A high school diploma or its equivalent is required; an Associate's degree is preferred. At least 2 years of clerical experience is strongly recommended.

The eligibility list resulting from this exam will be used to fill vacancies in City of Laurel departments as needed for the following types of positions:

- Detention Clerk
- Records Clerk
- Administrative Assistant
- Front Office Clerk
- Deputy City Clerk
- Deputy Court Clerk

For more information call (601)428-6423.