

EQUAL OPPORTUNITY EMPLOYER  
CITY OF LAUREL, MISSISSIPPI

**GENERAL CLERICAL CIVIL SERVICE EXAMINATION**

**An Entry-Level Civil Service Examination for General Clerical positions with the City of Laurel will be given on  
Saturday, December 17, 2022, 8:00 a.m.**

**All interested candidates must submit applications and required documents to Human Resources by 4:30 p.m., Wednesday, December 14, 2022.**

**REQUIREMENTS:**

- **Minimum Age of 21**
- **Birth Certificate**
- **Social Security Card**
- **Valid Mississippi Driver's License**
- **High School Diploma/transcript or GED**
- **Voter Registration Card (County where you reside)**

**EDUCATION AND EXPERIENCE REQUIRED:**

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

**TYPES OF POSITIONS COVERED BY THIS EXAM:**

- **Records Clerk**
- **Administrative Assistant**
- **Front Office Clerk**
- **Deputy City Clerk**

***Applications may be picked up in the Human Resources Office, Room 302, City Hall during regular business hours. Application and required documents must be returned by 4:30 p.m., Wednesday, December 14, 2022.***