

**Washington Parish School Board
Franklinton, Louisiana**

JOB OPENING

Job Vacancy: **Administrative Assistant I - School Clerk - MHS**

Qualifications: High School Diploma or GED
Clerical and/or Accounting/Bookkeeping experience preferred.

Application Period: June 22, 2026 through July 8, 2026 at 12:00 p.m.

Testing: July 9, 2026 at 8:30 a.m.

Interview: July 13, 2026 starting at 1:00 p.m.

You will receive a call with your interview time once the testing is complete.

Application: Applicant ***must*** submit the following completed documents at the time of the application.

- Application
- Credentials (from relevant professional organization)
- Official Transcripts (if any)
- Resume
- Two current letters of reference

Lisa Magee, Director of Personnel
Washington Parish School Board
800 Main Street
Franklinton, LA 70438

The Washington Parish School Board does not discriminate in employment on the basis of race, sex, religion, age, handicap, or national origin.