



# New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

**OFFICIAL CLASS TITLE**

INSTITUTIONAL COUNSELOR II  
(CLASS CODE 6026)

**ENTRANCE SALARY:** \$25,508 PER YEAR

**FINAL DATE FOR FILING APPLICATIONS:** Applications will be accepted until this announcement is withdrawn.

**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.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Minimum age of twenty-one (21). **Either a birth registration certificate, naturalization papers, or baptismal papers showing a birth date must be submitted within two (2) weeks of filing an application.**

**AND**

**EITHER:** A Bachelor's Degree from an accredited college or university. **Official college transcript or original college diploma must be submitted within two (2) weeks of filing an application.**

**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. **Proof of graduation (either High School Diploma or GED Equivalency Diploma) must be submitted within two (2) weeks of filing an application.**

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.

**Note:** A working, available telephone is required throughout employment.

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

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

**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.

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

**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.**

**Note:** Employees with the Department of Human Services, as a condition of employment, are required to pass both phases of safety training, which includes a physical requirement. Employees must maintain certification as a condition of continued employment.

**Domicile** requirements are currently waived for this examination.

**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 AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.**

DKC

GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

**DELAY IN THE MAIL:** The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

**Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.**

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

**ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).**

**PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.**

Revised January 1991, April 2003, July 2005, February 2007, and August 2010.