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Mr. Odie Hughes



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Bogalusa City School District

Notice of Vacancy

Applications are being accepted for the following position:

POSITION: Human Resources Department Administrative Assistant – (12 Months)

EST. SALARY: \$27,209 - \$31,800 (Range based on verified years of experience)

CRITERIA:

- High School Diploma or GED equivalent;
- Ability to type at least 40 words per minute and take dictation;
- Three (3) years of experience;
- Must be able to understand and interpret written and verbal instructions; and
- Demonstrates strong customer service skills by providing professional support to employees, applicants, and the public, while ensuring strict confidentiality in all Human Resources functions, including personnel records and sensitive information.

Diplomas, certificates, and other supporting documentation must be submitted with the application.

Applications for this position will only be accepted through the Frontline Recruit and Hire website:
<https://www.applitrack.com/bogschools/onlineapp/default.aspx>

IMPORTANT: Please be advised that all applicants who apply for this position should check their email account daily, including their SPAM folder, for communications regarding this advertisement.

The Bogalusa City School District is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: April 28, 2026

****DEADLINE: May 05, 2026****

Bogalusa City School Board Office

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