

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
POSTING NOTICE FOR A COMPETITIVE CIVIL SERVICE EXAMINATION
FIRE COMMUNICATIONS OFFICER I**

A written examination will be given within the ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of **Fire Communications Officer I** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Applications forms may be obtained from but must be returned to: Shreveport Municipal Fire and Police Civil Service Board located at 7300 Mansfield, Shreveport, Louisiana, 71108, Phone: 318-673-6719, Fax: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by **FRIDAY, JUNE 28, 2013 (OFFICE CLOSE AT 5PM/FAX UNTIL MIDNIGHT.)** Approved applicants will be notified least five (5) days prior to the examination date.

NOTE: WRITE YOUR COMPLETE ADDRESS ON THE APPLICATION WHICH CONTAINS APARTMENT NUMBERS, THE CITY, STATE AND ZIP. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION

Unless otherwise specified, all requirements must be met by the filing deadline for applications for admission to the examination. **Must** meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age. **After** offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation. Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must be at least twenty-one (21) years of age

Copies of the following MUST BE ATTACHED to your application for it to be considered:

- a. Birth Certificate or Proof of Citizenship if not born in United States.
- b. Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Carol Bradley

Secretary, Fire and Police Civil Service Board

Sgt. Jason Brook

Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM May 29, 2013 TO June 28, 2013
DO NOT REMOVE BY ORDER OF
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE POST AT ALL FIRE STATIONS AND PLACE IN DOCUMENT BOOKS
SFD Document No: 073.13**