

**POSTING NOTICE FOR A COMPETITIVE EXAMINATION
SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF**

A written examination will be given within the next 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 **Administrative Assistant To The Fire Chief** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Civil Service Board.

Application 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. Office phone: 318-673-6719, Fax number: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by (Deadline Date:) **Thursday, April 2, 2020 (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 stated, all requirements must be met before 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. **Must** present documentation indicating, at a minimum, that the applicant has met the minimum high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, 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 certification of graduation. **Must** have at least ten (10) years of experience as a full-time member of a paid fire department. **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 perform the essential duties of the position, with or without accommodation.

AS A REMINDER, PLEASE FILL OUT THE COMPETITIVE APPLICATION

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

- A. Copy of Birth Certification
- B. Copy of Education Requirement as listed above.
- C. Copy of Work History showing above requirements.

Carol Bradley

Secretary, Fire and Police Civil Service Board

Dr. Michael Carter

Chairman, Fire and Police Civil Service Board

PLEASE POST AT ALL FIRE STATIONS AND PLACE IN DOCUMENT BOOKS

POST THIS NOTICE FROM February 13, 2020 through April 2, 2020
DO NOT REMOVE BY ORDER OF
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER