

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

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 **FIRE PREVENTION OFFICER** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport Municipal Fire and Police 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**

Must be not less than twenty-one (21) years of age on closing date of the examination announcement.

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.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered 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.

Must possess three (3) years experience as a Firefighter of a paid department.

**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. Birth Certification or Proof of Citizenship, if not born in the United States
- b. High School Diploma or GED equivalency certificate.
- c. Valid Driver's License.

*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***