

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A PROMOTIONAL CIVIL SERVICE EXAMINATION
ASSISTANT CHIEF OF EMERGENCY MEDICAL SERVICE**

A written examination will be given within the next ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of **Assistant Chief of Emergency Medical Services** 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: Carol Bradley, Shreveport Municipal Fire and Police Civil Service Board Secretary at 7300 Mansfield Rd., Shreveport, Louisiana, 71108, Office phone: 318-673-6719, Fax Line: 318-629-1986.

Completed applications and the required attachments must be received in the Civil Service Office listed above by **DEADLINE DATE OF TUESDAY, DECEMBER 16, 2025 (OFFICE CLOSE AT 5PM/FAX UNTIL MIDNIGHT.)** Approved applicants will be notified at 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 listed below must be met by the filing deadline for application 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 promotion, 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.

Must possess a valid Louisiana driver's license. Must be certified as an Emergency Medical Technician Paramedic. Must be a regular and permanent employee in the class of Emergency Medical Services Officer for at least one (1) year immediately preceding closing date for application to the board.

AS A REMINDER, PLEASE FILL OUT THE PROMOTIONAL APPLICATION

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

- a. Proof of Driver's License.
- b. Proof of certification as an Emergency Medical Technician Paramedic.

(APPLICATIONS MUST INCLUDE:)

- A. Class Title of your current position
- B. Date of probational appointment to this class
- C. Date of confirmation in this class

Carol L. Nicholas

Secretary, Fire and Police Civil Service Board

Dr. Michael Carter

Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM DECEMBER 5, 2025, THROUGH DECEMBER 16, 2025
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