

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

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 **Police Vehicle Technician I** 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: The 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 the **DEADLINE DATE OF MONDAY, DECEMBER 22, 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:

The applicant 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 an offer of employment, but before beginning work in this class, the applicant 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.

The applicant must possess a valid driver's license.

Applicant must possess one of the following: a High school diploma with an official transcript or High school equivalency certificate, or Associate's degree, or Bachelor's degree, with an official college transcript from an accredited College/University. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's State, or its State-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalent certificate.

In addition, applicant must have obtained or achieved one of the following: The applicant must have at least two (2) years in automotive repair experience, or, at the time of application, be currently enrolled and attending classes in the second year of formal vocational training. The training must be progressive towards technical certification in an accredited two (2) year vocational training (technical) program in automotive repair.

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 certificate or Proof of Citizenship, if not born in United States.
- b. Copy of Valid Driver's License.
- c. Proof of the above Education Requirement.
- d. Proof of the above additional requirements.

Carol L. Nicholas

Secretary, Fire and Police Civil Service Board

Dr. Michael E. Carter

Chairman, Fire and Police Civil Service Board

PLEASE POST AT ALL FIRE STATIONS AND PLACE IN DOCUMENT BOOKS

POST THIS NOTICE FROM DECEMBER 11, 2025, THROUGH DECEMBER 22, 2025

DO NOT REMOVE BY ORDER OF

THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER