SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
POSTING NOTICE FOR A COMPETITIVE EXAMINATION
S E C R E T A R Y T O F I R E C H I E F

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 **Secretary To Fire Chief** in accordance with 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 **THURSDAY, OCTOBER 3, 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

Must be not less than twenty-one (21) years of age;

Must possess a combination of experience and training which indicates sufficient possession of the knowledge, skills, and abilities listed above to satisfactorily perform the required work;

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 for the essential duties of the position, with or without accommodation.

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.

Carol Bradley
Secretary, Fire and Police Civil Service Board

Sgt. Jason Brook
Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM September 3, 2013 TO October 3, 2013
DO NOT REMOVE BY ORDER OF
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER