

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**  
**POSTING NOTICE FOR A COMPETITIVE EXAMINATION**  
**ASSISTANT CHIEF OF FIRE COMMUNICATIONS**

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 **Assistant Chief of Fire Communications** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Shreveport 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 the **DEADLINE DATE OF THURSDAY, FEBRUARY 2, 2023 (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 CODE. 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 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 to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation. 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. Must have a minimum of five (5) years of full-time experience in operating fire communications equipment in the fire communications division of a paid fire 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 Certificate or Proof of citizenship if not born in the United States.
- B.** Copy of Education requirement list above.
- C.** Verification of a minimum of five (5) years of experience in operating fire department communications equipment in the fire communications office of a paid fire department.

*Carol L. Nicholas*

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 POST THIS NOTICE FROM January 12, 2023 through February 2, 2023**  
**DO NOT REMOVE BY ORDER OF**  
**THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER