

**SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
POSTING NOTICE FOR A COMPETITIVE EXAMINATION
POLICE COMMUNICATIONS OFFICER 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 Communications Officer I** 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 **Friday, October 4, 2019 (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

Unless otherwise specified, all requirements listed below must be met before 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 passing a civil service examination for the position. 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 be at least twenty-one (21) years of age. Must demonstrate a working knowledge of the geography of the city including the location of major subdivisions, location of major landmarks, main streets and highways. Must present, with the application, a certificate of verification of the ability to type at least 35 words per minute. Before permanent appointment, must successfully demonstrate ability to function during periods of quick changing conditions, which require completion of multiple tasks within short time frames. Before permanent appointment, must successfully demonstrate ability to interrogate individuals, break hysteria thresholds, compose and communicate accurate and complete dispatch information via the computer aided dispatch system. Before permanent appointment, must successfully demonstrate complete a Police Department approved 40 hour Telecommunicator course. This training is offered as part of the new employee's basic training. Before permanent appointment, must successfully demonstrate complete a Police Department approved emergency medical dispatch course. This training is offered as part of the new employee's basic training. 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.

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.
- b. 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.
- c. Certificate of ability to type at least 35 words per minute (no online certificates)

Carol Bradley

Secretary, Fire and Police Civil Service Board

Dr. Michael Carter

Chairman, Fire and Police Civil Service Board

POST THIS NOTICE FROM July 26, 2019 through October 4, 2019
DO NOT REMOVE BY ORDER OF
THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF SHREVEPORT IS AN EQUAL OPPORTUNITY EMPLOYER