

SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
POSTING NOTICE OF A COMPETITIVE CIVIL SERVICE EXAMINATION
JAILER 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 **Jailer 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 (Deadline Date:) **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 CODE. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR ON THE APPLICATION.

QUALIFICATION REQUIREMENTS FOR ADMISSION TO EXAMINATION

Unless otherwise specified, all requirements must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a Citizen of the United States.

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 reasonable 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 be at least twenty-one (21) years of age at time of appointment.

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 Certification or Proof of Citizenship, if not born in the 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

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