



**LAKE CHARLES MUNICIPAL
Fire & Police Civil Service Board
P.O. Box 1564
Lake Charles, Louisiana 70602**

NOTICE
COMPETITIVE CIVIL SERVICE EXAMINATION

CLASS: AUTOMOTIVE MECHANIC

A written examination will be given in approximately ninety (90) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list in accordance with the provisions of the Municipal Fire and Police Civil Service law and rules of the Lake Charles Municipal Fire and Police Civil Service Board.

The required Civil Service application form may be obtained at the **Lake Charles Fire Department**, 4200 Kirkman Street, Lake Charles, LA, beginning June 20, 2025 through July 9, 2025. **Completed applications must be received at the address given by July 9, 2025 at 3:30 p.m.** Approved applicants will be notified of the exact date, time and place of the examination at least five days prior to the examination date.

QUALIFICATION REQUIREMENTS

- ◆ Unless otherwise specified, all requirements listed below must be met by 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.
- ◆ Applicant must possess one of the following high school diploma, high school equivalency 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. 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 equivalency certificate.
- ◆ 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.
- ◆ Must possess a valid driver's license.
- ◆ Must be not less than eighteen years of age.
- ◆ Must have five (5) years responsible experience in automobile, truck repair, and maintenance work.

APPLICANT: TO BE CONSIDERED FOR ADMISSION TO THIS EXAMINATION, YOU **MUST** ATTACH A COPY OF THE FOLLOWING DOCUMENTS TO YOUR APPLICATION BEFORE YOU RETURN IT TO THIS CIVIL SERVICE BOARD:

1. Copy of birth certificate
2. High School Diploma or GED equivalency certificate
3. Valid driver's license

By direction of the Chairman:

Kristi Miller

***Kristi Miller, Secretary
Lake Charles Municipal Fire and Police
Civil Service Board***

Post this Notice June 20, 2025 through July 9, 2025
The City of Lake Charles is an Equal Opportunity Employer

DO NOT REMOVE BY ORDER OF THE LAKE CHARLES MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
