

NOTICE
COMPETITIVE CIVIL SERVICE EXAMINATION

CLASS: **POLICE COMMUNICATIONS OFFICER**

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 provisions of the Municipal Fire and Police Civil Service law and the rules of the Lake Charles Municipal Fire and Police Civil Service Board.

Application forms may be obtained in the Lake Charles Police Department lobby, 830 Enterprise Boulevard, Lake Charles, LA, beginning November 14, 2019 through December 13, 2019 between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday. **Completed applications must be received at the address given by December 13, 2019 at 3:30p.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 examination.
- ◆ 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
- ◆ Must possess a valid driver's license. Prior to beginning work in this class, must obtain a valid Louisiana driver's license.
- ◆ Must be not less than eighteen years of age.
- ◆ After offer of employment, but before beginning work in this class, must pass a medical examination and/or a physical agility test 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.

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, Secretary
Lake Charles Municipal Fire and Police
Civil Service Board

Post this Notice from November 14, 2019 through December 13, 2019

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

The City of Lake Charles is an Equal Opportunity Employer