

**CITY OF DENHAM SPRINGS MUNICIPAL FIRE AND POLICE CIVIL SERVICE
BOARD
NOTICE OF A COMPETITIVE POLICE RECORDS CLERK EXAMINATION**

A written examination will take place in approximately 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 Records Clerk in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the City of Denham Springs Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Jeanette Clark, at City Hall located at 116 N Range Ave Denham Springs, LA 70726 or online at www.ose.louisiana.gov.

Completed applications and the required attachments must be received (not postmarked) by Jeanette Clark at the address listed above or mailed to PO Box 1629, Denham Springs, LA 70727 by September 4, 2018, **at midnight**. Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) 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 and of legal age.
- After offer of appointment, 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, 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 not be less than twenty-one (21) years of age.

Documents that must be attached to application:

Proof that you are a citizen of the United States (Birth Certificate, US Passport, or Certificate of Naturalization)

Proof that you meet the age requirement of the civil service board (Birth Certificate)

Proof that you meet the education requirement as posted by the civil service board to be admitted to the exam

Proof that you have a valid driver's license

By direction of the chairman:

Jeanette Clark, Secretary

Post at all stations August 6, 2018 through September 4, 2018

**DO NOT REMOVE BY ORDER OF
THE CITY OF DENHAM SPRINGS MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF DENHAM SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER**