

**THE CITY OF DENHAM SPRINGS MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE POLICE EVIDENCE OFFICER**

A written examination will be given in approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the competitive employment list for the class of Police Evidence Officer 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 online at <http://ose.louisiana.gov>, email civilservice@cityofdenhamsprings.com for a copy, pick up copy at 930 Government Drive.

Completed applications and the required attachments must be received (not postmarked) by Mitch Droge at 930 Government Drive or mailed to PO Box 1053 Denham Springs, LA 70727 by Monday, November 14, 2022 at 4:00 p.m. 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 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 employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will 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 possess a valid driver's license.
- Must not be less than twenty-one (21) years of age
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By direction of the chairman:

Mitch Droge, Secretary

Post at all stations October 24 through November 14, 2022

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