

**St. Tammany Fire Protection District No. 1
Civil Service Board**

**Notice of a Competitive Examination
Fire Records Clerk**

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 for the class of Fire Training and Safety Officer in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of St. Tammany Fire Protection District No. 1 Civil Service Board.

Application forms may be obtained from Katie Elliott, the Secretary to the Civil Service Board, at the Training Academy, 34780 South Range Road, Slidell, LA 70460.

Completed applications must be received by Katie Elliott, at 34780 South Range Road, Slidell, LA 70460 by September 7, 2023. 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.

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.

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 a high school curriculum which has been accredited by the applicant's state approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

By direction of the chairman:
Katie Elliott, Secretary

Post this notice from
August 9, 2023, through September 7, 2023

**DO NOT REMOVE BY ORDER OF
ST. TAMMANY FIRE PROTECTION DISTRICT NO. 1
CIVIL SERVICE BOARD**