NOTICE
OF
COMPETITIVE EXAM

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 Police Departmental Records Clerk in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Natchitoches Municipal Fire and Police Civil Service Board.

Applications may be obtained from Central Fire Station located at 562 Second Street or online at www.ose.louisiana.gov. Go to “testing and employment”. Read the application thoroughly, and follow the directions.

All completed applications and the required attachments must be delivered to P.O. Box 1426, Natchitoches, La. 71457. Applications must be mailed and received by Wednesday, May 12, 2021 @ 4:30 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 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.

Must not be less than eighteen (18) years of age.

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.