

MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P O BOX 123 ~ MONROE LA 71210-0123
318-953-2388

COMPETITIVE EXAMINATION FOR THE CLASS OF
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 for the class of ***Police Communications Officer*** in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Monroe Municipal Fire and Police Civil Service Board.

Competitive application may be obtained from the Administrative Office of the Monroe Police Department, 1810B Martin Luther King, Jr., Blvd., Monroe, LA 71202 between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. Applications are also available on the Office of State Examiner’s website at www.ose.louisiana.gov. Study guide will be on request at monroecivilservicebd@gmail.com

Completed applications must include copy of driver’s license, high school diploma/equivalent or college diploma, birth certificate, and a self-addressed stamped envelope. All applications must be received in the Administrative Office of Monroe Police Department before **4:30PM** on **Wednesday, November 10, 2021**.

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 passing a civil service examination for the position.
- Must be not less than eighteen (18) years of age.
- Before employment, must apply for restricted radio-telephone permit, or as otherwise required by the FCC for operation of police radio.
- Must pass a standard typing test demonstrating the skill and ability to type a minimum of forty (40) words per minute accurately.
- 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.
- Before employment, must pass a medical examination showing good health and physical abilities sufficient for the performance of the required work.

By direction of the Chairman Hardeman Cordell

POSTING DATES

October 22, 2021 – November 10, 2021

<p>DO NOT REMOVE BY ORDER OF MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER</p>
--

MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF
JAILER

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 police services competitive employment list for the class of Jailer in accordance with the provisions of the Municipal Fire & Police Civil Service Law and the rules of the Monroe Municipal Fire & Police Civil Service Board.

Application may be obtained from the Administrative Office of the Monroe Police Department, 1810-B Martin L. King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. Applications are also available on the Office of State Examiner's website at www.ose.louisiana.gov. Study guide is available by request at monroecivilservicebd@gmail.com

Completed applications **MUST** include copy of birth certificate, driver's license, high school, home school and/or college diploma, DD-214 (if applicable) and a **SELF ADDRESSED STAMPED ENVELOPE**. Application must be received in the MPD Administrative Office prior to **4:30PM on Wednesday, November 10, 2021**.

Approved applicants will be notified of the time and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

- **AGE:** 21 - 41 years (Must not have reached 42nd birthday).
- **EDUCATION:** 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.
- **LICENSE:** A valid Louisiana driver's license.
- **PHYSICAL CONDITION:** Vision: 20/70 or better, corrected to 20/20 with normal color vision and depth perception. Height and weight: In proportion. Candidate must pass pre- employment medical examination administered by the city physician and paid for by the police department.
- **CHARACTER:** High moral character, having no prior felony convictions.
- **EXAMINATIONS:** The examination for jailer will include: (1) A written examination administered by the Louisiana Civil Service Commission, (2) Background investigation, (3) Medical examination by city physician, (4) Psychological Stress Evaluator examination.
- **RESIDENCY REQUIREMENT:** Within 25-mile radius (after employment).

By direction of the Chairman Hardeman Cordell

Beverly Stewart
Board Secretary

POSTING DATES
October 22, 2021 – November 10, 2021

DO NOT REMOVE BY ORDER OF
MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER

MONROE
MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF
DEPARTMENTAL RECORDS CLERK – POLICE

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 police services competitive employment list for the class of Departmental Records Clerk in accordance with the provisions of the Municipal Fire & Police Civil Service Law and the rules of the Monroe Municipal Fire & Police Civil Service Board.

Application may be obtained from the Administrative Office of the Monroe Police Department, 1810-B Martin L. King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. Applications are also available on the Office of State Examiner’s website at www.ose.louisiana.gov Study guide is available by request at monroecivilservicebd@gmail.com

Completed applications **MUST** include copy of birth certificate, driver’s license, high school, home school and/or college diploma, DD-214 (if applicable) and a **SELF ADDRESSED STAMPED ENVELOPE**. Application must be received in the MPD Administrative Office prior to **4:30PM on Wednesday, November 10, 2021**.

Approved applicants will be notified of the time and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.
- 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 pass a standard typing test demonstrating the skill and ability to type a minimum of forty (40) words per minute accurately.
- Before employment, must pass a medical examination approved by the civil service board to certify good health and physical abilities sufficient for the performance of the duties of the position, must pass a Psychological Stress Evaluator examination, and must submit to a background investigation.

By direction of the Chairman Hardeman Cordell

Beverly Stewart
Board Secretary

POSTING DATES
October 22, 2021 – November 10, 2021

DO NOT REMOVE BY ORDER OF
MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER