

**MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P O BOX 123 – MONROE LA - 71210-0123**

**NOTICE OF COMPETITIVE EXAMINATION FOR THE CLASS OF
POLICE SUPPLY OFFICER**

A written examination will be given on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of Police Supply 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.

Applications may be obtained from the Administrative Office of the Monroe Police Department, 1810-B Martin Luther King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM.

Application and job description are available on the Office of State Examiner Fire and Police Service website at www.ose.louisiana.gov under the Jurisdictions/Monroe/Classification Plan tab.

Study guide will be upon 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 Monroe Police Department's Administrative Office, 1810-B Martin Luther King, Jr., Blvd prior to **4:00PM on Tuesday, March 18, 2025**.

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.
- 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 possess a valid driver's license.
- Must not be less than twenty-one (21) years of age.

By direction of the Chairman Hardeman Cordell

Beverly Stewart
Board Secretary

POSTING DATES

February 26, 2025 – March 18, 2025

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