

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

**NOTICE OF A COMPETITIVE EXAMINATION  
FOR THE CLASS OF  
FIRE SERVICES AND SUPPLY TECHNICIAN**

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 Services & Supply Technician 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 Fire Department, 1810-A 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 also available on the Office of State Examiner's website at [www.ose.louisiana.gov](http://www.ose.louisiana.gov) under the Jurisdiction/Monroe/Classification Plan tab. Study guide is available on request at [monroecivilservicebd@gmail.com](mailto: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 Fire Department Administrative Office, 1810-A 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**

- 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 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 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 accommodations;
- Must possess a valid driver's license;
- Must not be less than twenty-one (21) 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 LA 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 have at least three (3) years of experience in maintenance work with general skills in carpentry, painting, electrical, plumbing and computers.

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**