

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

**COMPETITIVE EXAMINATION FOR THE CLASS OF
FIRE INSPECTOR**

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 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.

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 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 is available on request at monroecivilservicebd@gmail.com.

Completed applications **MUST** include copy of driver's license, diploma and a **SELF ADDRESSED STAMPED ENVELOPE** and received in the Monroe Fire Department Administrative Office, 1810-A Martin Luther King, Jr., Blvd, before **4:00 PM on Tuesday, March 18, 2025**.

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 before admission to examination.

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of 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 have at least three (3) years of experience in the fire service in fire suppression, fire inspection, or some related area of operations which would afford a background in fire codes and inspection procedures.
- Must possess a valid driver's license. Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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 THE
MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER**