

**POSTING NOTICE FOR A COMPETITIVE EXAMINATION**  
**Carencro Municipal Fire and Police CIVIL SERVICE BOARD**  
**NOTICE OF A COMPETITIVE Police Records Clerk EXAMINATION**

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 records clerk in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Carencro Municipal fire and Police Civil Service Board.

Application forms may be obtained from Karen Savant, board secretary at the **Carencro Police Department** located at 110 Centennial Dr., Carencro, LA.

Completed applications and the required attachments must be received by Karen Savant at the address listed above or mailed to PO Box 1030, Carencro, LA 70520 by August 6, 2018, **at 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 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 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, general educational development (G.E.D.) 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. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. Must not be less than eighteen (18) years of age.

By direction of the chairman:

Karen Savant, Secretary

Post at all stations July 5, 2018 through August 6, 2018

**DO NOT REMOVE BY ORDER OF**  
**THE Carencro Municipal Fire and police CIVIL SERVICE BOARD**  
**THE CITY OF Carencro IS AN EQUAL OPPORTUNITY EMPLOYER**