



# JEFFERSON PARISH

## FIRE CIVIL SERVICE



## BULLETIN BOARD NOTICE

### *COMPETITIVE EXAMINATIONS* *JEFFERSON PARISH FIRE DEPARTMENT*

#### **FIRE SECRETARY to the FIRE CHIEF**

A written examination will be given in approximately sixty (60) days, on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class FIRE SECRETARY TO THE FIRE CHIEF in accordance with provisions of the Municipal Fire and Police Civil Service Law and the rules of the Jefferson Parish Civil Service Board.

Application forms may be obtained from the Jefferson Parish Fire Civil Service Board Office located in the Joseph Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123 Monday through Friday between 9:00 A.M. and 4:00 P.M or a copy of the Competitive Examination Application can be obtained on-line and printed from the Office of State Examiners website [www.ose.louisiana.gov](http://www.ose.louisiana.gov).

**Completed applications and the required attachments must be received by the board's secretary, by email ([penny.frame@jeffparish.net](mailto:penny.frame@jeffparish.net)) or at the address listed above NO LATER THAN 4:00 pm on THURSDAY JUNE 27, 2024.** Applications put in drop box at Suite 404 must be time stamped there. Any application that is submitted beyond the deadline date will be rejected. 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.

**PLEASE SEE THE QUALIFICATION REQUIREMENTS IN THE BOARD RULES.**

The Board Rules can be found on the Office of State Examiner website,

<https://ose.louisiana.gov/jurisdictions/jefferson-fpd/>

or in the lobby of the Fire Civil Service Office, 4<sup>th</sup> Floor of the Joseph Yenni Building.

## **COMPETITIVE EXAM NOTICE**

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### **QUALIFICATION REQUIREMENTS**

#### **FIRE SECRETARY TO THE FIRE CHIEF**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination. The applicant 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. The applicant must not be less than eighteen (18) years of age.

The applicant must possess a valid driver's license.

The applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or 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 high school equivalency certificate or G.E.D. certificate.

The applicant must have not less than five (5) years of moderately complex to advanced secretarial and administrative support experience, demonstrating command of professional oral and written communication skills. Ability to use computer technology for online communication, spreadsheets, word processing, database management, and other software applications.

After conditional offer of employment, but prior to beginning work in this class, the applicant must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

#### **ADA NOTICE**

In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

ADA Coordinator/Office of Citizens with Disabilities 1221 Elmwood Park Blvd., Suite 210, Jefferson, LA 70123  
(504) 736-6086, [ADA@jeffparish.net](mailto:ADA@jeffparish.net)

**POSTED: MAY 30, 2024 THRU JUNE 27, 2024**