

**ALEXANDRIA MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD  
NOTICE OF A COMPETITIVE EXAMINATION  
FOR THE CLASS OF POLICE RECORDS CLERK**

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 Alexandria Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Toria Banks, the Secretary to the Civil Service Board, at 625 Murray Street, 3<sup>rd</sup> Floor, Alexandria, LA 71301.

Completed applications and the required attachments must be received by Toria Banks, at 625 Murray Street, 3<sup>rd</sup> Floor, Alexandria, LA 71301 by Monday, February 26, 2024. 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.**

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 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. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.**

Must be not less than eighteen (18) years of age.

By direction of the chairman:

  
Torია Banks, Secretary

Post at all stations February 12, 2024 through February 26, 2024

**DO NOT REMOVE BY ORDER OF  
ALEXANDRIA MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD**

**THE CITY OF ALEXANDRIA IS AN EQUAL OPPORTUNITY EMPLOYER**