



ST. TAMMANY FIRE PROTECTION DISTRICT NO. 4

## CIVIL SERVICE BOARD

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### NOTICE OF A PROMOTIONAL EXAMINATION CHIEF OF EMERGENCY MEDICAL SERVICES

A written examination will be given within approximately ninety (90) days, on a promotional basis to approved applicants for the purpose of placing names on the promotional employment list for the class of Chief of Emergency Medical Services in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the St. Tammany Fire District No. 4 Civil Service Board.

Application forms may be obtained from Victoria Kinchen, the Secretary to the Civil Service Board, at the Administration Building located at 709 Girod Street, Mandeville, LA, or at <http://my.mandevillefire.com>.

Completed applications and the required attachments must be received by Victoria Kinchen at [vkitchen@mandevillefire.com](mailto:vkitchen@mandevillefire.com) or at 709 Girod Street, Mandeville, LA by Friday, August 26, 2022 at 4:01 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.

**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 promotion, 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.
- Must possess a valid driver's license.
- Must not be less than twenty-one (21) years of age.
- Must be a regular and permanent employee in the class of Assistant Chief of Emergency Medical Services immediately preceding closing date for application to the board.
- Must have at least three (3) years of full-time experience as an Emergency Medical Technician-Paramedic.
- Must have possessed for a period of three (3) years immediately preceding the application deadline certification as an Emergency Medical Technician-Paramedic.
- Must have an Associate of Emergency Medicine, Associate of Business, or any other related degree.

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**CHIEF OF EMERGENCY MEDICAL SERVICES**  
**Cont'd**

**APPLICANT:** To be considered for admission to this examination you must attach a copy of the following documents to your application before you submit your application to this civil service board.

- Birth Certificate verifying United States Citizenship (or citizenship documentation).
- EMT-Paramedic Certification for (3) years immediately preceding the application deadline.
- Valid driver's license.
- Associate of Emergency Medicine, Associate of Business, or any other related degree.

By direction of the Chairman:  
Victoria Kinchen, Secretary

*ST. TAMMANY FIRE PROTECTION DISTRICT #4 IS AN EQUAL OPPORTUNITY EMPLOYER.*

POST THIS NOTICE AT ALL STFPD4 STATIONS AUGUST 16, 2022 THROUGH AUGUST 26, 2022.  
**DO NOT REMOVE BY ORDER OF THE CIVIL SERVICE BOARD**