



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

FIRE ALARM DISPATCHER, RECRUIT
(CLASS CODE 7305)

ENTRANCE SALARY: \$26,807 PER YEAR

FINAL DATE FOR FILING APPLICATIONS: Friday, January 13, 2012

KIND OF WORK:

Entry-level work on shift basis in dispatching fire units, and monitoring the Fire Department's computer aided dispatcher system; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

High School Graduation. **Note:** Original High School Diploma or G.E.D. Equivalency Diploma issued by a State Department of Education must be submitted within two (2) weeks of submitting an application.

AND

EITHER: Two (2) years of fire suppression experience.

OR: Two (2) years of experience in receiving calls and/or dispatching personnel and equipment in emergency safety situations (e.g. EMS, Fire, Police).

OR: Sixty (60) semester hours of college credit from an accredited college or university. **Note:** Official College Transcript or Original College Diploma must be submitted within two (2) weeks of submitting an application.

Note: If appointed, employee must successfully complete the Association of Professional Communication Officers (APCO) certification as a dispatcher and the City of New Orleans (Orleans Parish Communications District) dispatcher certification during the probationary period. Failure to do so, will result in termination.

KIND OF EXAMINATION:

A written examination, weighted 100%

This is an original entrance examination.

DOMICILE requirements are waived for this examination.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

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GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, CITY HALL, 1300 PERDIDO STREET, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

Candidates for original entrance examinations are required to be domiciled in and, if U.S. citizens, registered voters of Orleans Parish unless otherwise specified on this announcement. Aliens residing in the U.S. are required to provide notarized proof of domicile (and an Alien Registration Card). Permanent employees of the City of New Orleans are exempt from this requirement unless otherwise specified on this announcement.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license **on their person** for purposes of identification during **all** phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

NOTE: The Civil Service Department defines **PROFESSIONAL EXPERIENCE** as experience gained after receiving a Bachelor's Degree.

Revised January 1991, April 2003, July 2005, February 2007, and August 2010.



New Orleans Civil Service

AN EQUAL OPPORTUNITY EMPLOYER

OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$70,643 PER YEAR

PUBLIC HEALTH NURSE IV (MENTAL HEALTH NURSE PRACTITIONER)
(CLASS CODE 5133)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK:

Professional, technical and supervisory work performing specialized nursing duties including psychiatric care, assessing, diagnosing, and managing the prevention and treatment of psychiatric disorders and mental health problems in a juvenile detention center. Work includes providing mental health assessments for identified youth, providing medication management for youth on psychotropic medication, suicide assessment, providing in-services training for staff on mental health topics as well as CPR and first aid. Work also includes delivering nursing care to residents including performing physical examinations, dispensing medications; and related work as required.

MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Master's Degree in Nursing with a concentration in Psychiatric/Mental Health Nursing or a closely related field from an accredited college or university. **Original college diploma indicating major or official college transcripts must be submitted within two (2) weeks of filing an application.**
- 2) Cardiopulmonary resuscitation (CPR) certification. **Proof of certification must be submitted within two (2) weeks of filing an application.**
- 3) Louisiana licensure as a Registered Nurse. **Proof of license must be submitted within two (2) weeks of filing an application.**
- 4) Louisiana licensure as an Advanced Practice Registered Nurse (Psychiatric/Mental Health Nurse Practitioner). **Proof of license must be submitted within two (2) weeks of filing an application.**
- 5) Louisiana Prescriptive Authority. **Proof must be submitted within two (2) weeks of filing an application.**
- 6) **Either** one (1) year of experience as a Nurse Practitioner **or** two (2) years of experience as a Registered Nurse in a direct care setting.

This position requires a one year probationary period.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

KIND OF EXAMINATION:

A qualifying review of licenses to determine that the candidate meets the minimum qualifications.

This is non-competitive original entrance examination in accordance with Rule V, Section 8.1(b).

DOMICILE requirements are waived for purpose of admission to this examination.

Announcement No. 8696

December 16, 2011

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