

How to become employed as a Communications Officer, Secretary to the Chief, Departmental Records Clerk, or Jailer

Entry-level competitive exams are given throughout the state by the Office of State Examiner. It is not necessary to take the exams in the jurisdiction in which you wish to work. A passing score on Communications Officer, Secretary to the Chief, Departmental Records Clerk, or Jailer can be reported to the jurisdiction of your choice.

- On the main page of this website, you can find a competitive application that you may fill out to submit to the jurisdiction in which you intend to take the entry level exam
- Under the Testing and Employment tab you will find all exams being given by the Office of State Examiner for the next 3-4 months
- The test name, jurisdiction, test date and application deadline will be listed on the left-hand side of the page.
- If you follow the jurisdiction link, this will bring you to the jurisdiction page. You will find the jurisdiction contact information and the classification plan which includes the qualifications requirements for that exam.
- You must contact the local jurisdiction to determine how they will accept the application. **Only the jurisdiction will accept the application, not the Office of State Examiner.**
- After you have submitted the application, if you are approved to take the exam, the local civil service board will notify you of the exam date, location, and time.
- Your score is good for 18 months from the date civil service board approves the test score.

If you receive a passing score and wish to work in a different jurisdiction, you must have your score reported to that jurisdiction.

- Contact the jurisdiction's civil service board where you would like to have your test score reported. Find out their procedures for accepting applications and scores being reported from another jurisdiction.

If you have any questions please contact us at (225) 925-4000, Monday – Friday from 8:00 am – 4:30 pm.