

2008 DEPARTMENTAL MEMORANDUM #103

DATE: December 24, 2008

TO: All Members of the Fire-Rescue Department

SUBJECT: Fire-Rescue Officer Trainee Openings

The City of Dallas will be accepting on-line applications for Fire-Rescue Officer Trainee from January 18, 2009 thru February 14, 2009! (Note: You can start building your on-line application now and submit it when the position is posted!)

The date for the entrance examination is March 26th, 2009. Please tell your friends and family members about this opportunity to become one of Dallas' best!

Visit the Dallas Fire Rescue website at www.dallasfirerescue.com, go to **Links** and then to **Recruiting**. Starting salary 41,690 annually.

Eddie Burns, Sr., Fire Chief
Dallas Fire-Rescue

Recruiting Guidelines

- **Civil Service administers the written Civil Service examination for Fire-Rescue Officer Trainee during March or April of each year.**
- **The application enrollment process has changed to an on-line format.**
- **The application enrollment period is advertised through the Dallas Morning News, internet, and other media.**
- **During the enrollment process, submit on-line applications through the NEOGOV link listed below.**
- **Upon submitting applications through NEOGOV, candidates will be requested to submit all official transcripts for colleges/universities attended. This should be done as soon as possible to avoid disqualification. (no photocopies)**
- **Military personnel are also required to provide (DD214s) for submission as soon as possible.**
- **Transcripts and DD214s should be submitted to Civil Service for review. Civil Service will provide instructions regarding submission of these documents through NEOGOV.**
- **Again, Dallas Fire-Rescue will coordinate with Civil Service to advertise the job opening. Typical application acceptance periods range from 2 to 4 weeks based on need.**
- **For further information, please contact a recruiter at 214-670-0220 or 1-800-510-3473.**
- **The written Civil Service Exam (2.5 hours) covers basic math skills, reading comprehension, ability to read and interpret maps/Mapsco, spelling, mechanical aptitude, and attention to detail.**

Minimum Requirements:

- **Forty-five (45) college credit hours with a minimum GPA of 2.0 from an accredited college or university, (excluding developmental courses). Sixty (60) semester college hours with a minimum GPA of 2.0 or greater for Fire Inspector positions (if open).**
- **Minimum four (4) years of active service in the United States Armed Forces, along with an “honorable discharge” will substitute for the college education requirement.**
- **Must be at least eighteen years of age to apply and cannot be 36 years of age by the time of the written civil service examination.**
- **Valid Texas Driver License with a good driving record.**
- **Pass the Department’s Physical Ability Test. Dallas Fire-Rescue utilizes CPAT (Candidate Physical Ability Test).**
- **Vision (20/40 in one eye & 20/100 in the other eye correctable to 20/20 and 20/40)**
- **Satisfactory employment record.**
- **Free from use of controlled substances or excessive use of alcohol.**
- **Must not have been convicted of any serious crime and/or have criminal charges pending.**

Benefits:

- **Effective October 1, 2006 –Annual salary of \$41, 690.00**
- **Insurance – Life, Health, Dental and Vision**
- **Work 10 days per month (shift) 24 hours on duty/48 hours off**
- **Uniforms provided**
- **Defined Benefit Pension Plan – Dallas Police and Fire Pension-for more information related to pension benefits, call 214-638-3863**
- **401k, 457 Investment Option Plans**

- **Certification pay and specialty skill pay available for eligible members**
 - **Education incentive pay up to \$100 per month for Bachelor's degrees.**
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