

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Assistant 3 #123109

ANNOUNCEMENT NO. 079-2016

SALARY: AS-609 / Minimum \$21,112 / Maximum \$44,429 Annual Salary

LOCATION: LA Military Department, LANG-ANG, Belle Chasse, Louisiana

OPEN: 9 September 2016

CLOSE: 22 September 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have thorough working knowledge of Windows, Microsoft Office Suite and other technology skills as required. Ability to work and communicate effectively with peers, superiors, guardsmen, etc. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must complete SHARP Training and foster sexual harassment free environment. Complete all LMD training requirements annually.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Serves as Administrative Assistant to the Base Civil Engineer and to the Civil Engineer Squadron members as well as the focal point and local authority with the responsibility for a wide variety of routine administrative matters. Performs Administrative duties for executive management. Responsibilities may include answering/screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff and customer relations. In accordance with Air Force instructions, member organizes and types correspondence, reports, forms, contract requests, operating instructions, electrically transmitted messages, project specifications and documents, engineering cost estimates, personnel evaluations, purchase requests, duplications, meeting minutes, etc. Prepares the majority of correspondence and documents using word processing and automated data processing equipment. Serves as the expert source for organizational records custodian and customer account representative and forms management. Orders Air Force publications, instructions and forms required by Civil Engineering. Maintains all updates and changes to regulations, instructions and forms. Receives, controls and maintains all Civil Engineering files and central records. Assists in analyzing specific office problems and makes recommendations for possible solutions. Receives and screens incoming telephone calls and makes appointments. Receives visitors and provides assistance or routes visitors to proper assistance. Receives and distributes incoming and outgoing administrative materials including correspondence, forms, reports, military and commercial publications. Establishes and maintains a suspense system for correspondence, reports and activities. Prepares and distributes administrative orders and travel orders. Makes travel arrangements for Civil Engineering management personnel. Ensures compliance of environmental safety and health concerns IAW all ANG, AF, State and Federal instructions. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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