

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Technician - **Part-Time* #50313327 **ANNOUNCEMENT NO.** 099-2016

SALARY: AS-605 / \$9.30 hourly

LOCATION: LANG-GL, Gillis W. Long Center, Carville, Louisiana

OPEN: 2 November 2016

CLOSE: 16 November 2016

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed.*

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.

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

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 possess excellent clerical skills. Must be skilled in operating computer with proficient knowledge of Microsoft Office Programs. Must possess excellent organizational skills; ability to work independently with general guidance to meet objectives and established deadlines.

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. Must 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: Perform as Administrative Technician/Secretary to the Coordinator (Installation). Perform clerical duties in support of operation to include payroll preparation/timekeeper for Operations, Logistics and Force Protection, ensure codes are accurately entered on Payroll Sheet and submitted to LMD-HR as required. Maintain personnel Time & Attendance record and daily attendance logs. Answer telephones, direct incoming calls and/or record messages for further action. Ensure the FRAGOS and OPORDS are updated and filed in the proper binders. Ensure all activities are filed and put in the activity binder; follow-up with customers to set-up appointments and/or request additional coordinating instructions. Assist Facility Coordinator with maintaining Operation Files. Maintain Training Records for Mandatory LMD Training. Responsible for supply requisitions. In the absence of the Installation Commander's Executive Secretary, screen calls and visitors; refer calls to appropriate staff and greet/direct visitors to appropriate offices. Required to work some weekends and during all emergency operations. Must maintain and wear all safety related equipment if pertinent to job specific and/or report any violations or deficiencies. Inform the Safety Coordinator on any reported violations/deficiencies and follow-up to ensure it is corrected. Must use energy conversation measures and ensure these measures are taken daily before leaving job site. Must maintain and practice good environmental protection measures. Must inform Supervisor of all telephone and address changes. 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.

Carol Hadley
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772