

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Secretary 1 #188359 –\**Part-Time*

**ANNOUNCEMENT NO.** 037-2017

**SALARY:** AS-609 / \$10.15 hourly

**LOCATION:** Youth Challenge Program (YCP-GL), Gillis W. Long Center, Carville, Louisiana

**OPEN:** 16 February 2017

**CLOSE:** 2 March 2017

*\*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 Form10 (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 possess excellent communication skills both written and oral. Must be organized and able to work with minimum supervision. Must have computer knowledge and must be able to operate standard office machines.

b. **GENERAL:** Must have a valid Driver’s License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). 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.

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. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

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:** Assist Mentor Coordinator with recruiting and screening potential mentors. Send correspondence including mentor applications and back up documentation. Proof and distribute letters from Post Residential department to current mentors. Proof and distribute correspondence between Post Residential and other departments of the Youth Challenge Program. Postage and mail information about mentor trainings, family days and other program events. Assist with mentor training and in-processing. Assure all documents are assessable and accounted for in Cadet files. Secure mentor applications and documentation for Cadet files. Secure copy of Graduation Certificate, driving course materials and testing results for Cadet files. Build Cadet files according to the standards set by RPM Coordinator. Responsible for keeping all files and documentation locked and secure until needed by assigned Case Managers. Cover phone lines, checks and deliver mail and messages. Distribute all messages and correspondence to appropriate staff members daily. Check and clear Post Residential phone line and deliver messages and requests to appropriate staff. Answer personal and general Post Residential phone line. Provide Post Residential information to the public and/or transfer call to appropriate sources. Represent the Post Residential Department when assigned. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Cedina Whicker  
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