

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Secretary 1 (Medical) #220300

**ANNOUNCEMENT NO.** 095-2017

**SALARY:** AS-609 / Minimum \$21,112 / Maximum \$44,429 annual salary

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

**OPEN:** 13 July 2017

**CLOSE:** 27 July 2017

**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:** Knowledge of computers to include Microsoft Office Programs (Outlook, Word, Excel, Powerpoint, etc.). Must have a pleasant telephone manner. Must be able to work well with "at-risk" adolescents. Must be able to communicate effectively with co-workers, peers, superiors, subordinates, parents and vendors. Must be able to work variable hours as needed.

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:** Performs as Secretary/Administrative Assistant to the Dispensary RN and Staff Nurses. Answers telephones, directs in-coming calls and records messages for further action. Performs routine clerical duties in support of operation to include payroll. Prepares charts and exam rooms for incoming cycle of approximately 350 candidates. Participates in collecting information and assisting on In-processing Day. Participates with RN and Staff Nurses during urine drug testing. Prepares calendar for On-Call Nurse Schedule, vehicle log and building safety report. Monitors Cadets waiting to be in Dispensary. Organizes medical charts for doctor visits (two doctors). Medicaid and medical insurance billing. Prepares order for vaccines, TB skin test and supplies for urine drug test. Participates in annual audit by Vaccines for Children Program. Enters data into LINKS for vaccines given. Assists with inventory control of purchases of medical supplies. Receives supplies into Dispensary as they arrive. Coordinates all 101s for purchases. Reconciles LaCARTE Credit Card as necessary. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Performs 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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