

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Clerk (Visitor Control Center)-*Temporary **ANNOUNCEMENT NO.** 030-2018

SALARY: AS-613 / Minimum \$1,330.40 / Maximum \$2,619.20 Bi-weekly

LOCATION: LA Military Department, LANG-J34 (Protection Division), Camp Beauregard, Pineville, La.

OPEN: 15 February 2018

CLOSE: 1 March 2018

****Temporary Appointment: Earns Leave; Eligible for Benefits.***

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 be able to pass a Criminal History background check. Must have and maintain a Secret Security Clearance. Must be able to attend and pass exam to have access to the National Crime Information Center (NCIC). Must possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Outlook, etc.) and forms.

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. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a 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: Serves as a Visitor Control Clerk (for all LANG Installations) under the Visitor Control Center Coordinator for the J34 Protection Division. Works under general supervision receiving overall work assignments, outline of priorities and deadlines and guidance on changes in regulations, policies and procedures (Supervisor is readily available for assistance on unusual or difficult problems and /or clarification of procedures). Applies knowledge of automation systems related to visitor, weapons and other registration programs for military installations at all force protection levels. Applies an extensive knowledge of the practices, policies, procedures and regulations pertaining to access control; registration of visitors, weapons; and to the issuance of identification/ access badges in accordance with established policy and procedure. Conducts Criminal History background checks on employees as required. Operates and performs research queries on the National Crime Information Center (NCIC) workstation terminal(s), or the equivalent, in accordance with (IAW) federal and state laws. Setup and maintains visitor control roster and badges accountability log, which is subject to quarterly and annual reviews and inventories. Reviews applications and supporting documents to ensure they are complete, valid and comply with applicable regulations. Determines eligibility of the applicant by conducting security screening and when appropriate, processes requests for visitor, weapons and other items requiring registration. Ensures out-processing personnel are de-registered by removing their information from the database, annotates badging returned and destroys badges. Determines eligibility by conducting security screenings and visit verifications in accordance with local standard operating procedures. Reviews and verifies information for accuracy and completeness prior to issuing a pass. Provides information and assistance to retired and active duty military personnel, civilian and contract employees, vendors, and other persons inquiring about the procedures for installation access and any programs available for receiving pre-approved access. Processes applications for and issues installation access badges and/or credentials to non-affiliated civilian personnel who require recurring and long-term or short term installation access. Determines eligibility by conducting security screenings and visit verifications in accordance with local standard operating procedures. Enters the applicant information into the badge and/or credential system. Reviews and verifies information for accuracy and completeness prior to issuing the badges, which include a photograph of the applicant, personal identifying data and an expiration date. Maintains a computerized log of all badges issued. 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.

SFC (Ret) Theresa Walker / Wenda Woolf
LMD-HR, Bldg. 718 "E" St., Camp Beaugard, Pineville, La. 71360
E-mail: theresa.j.walker2.nfg@mail.mil / wenda.a.woolf.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392 / Fax: (318) 290-5060