

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Executive Secretary #50366686

**ANNOUNCEMENT NO.** 065-2018

**SALARY:** AS-612 / Minimum \$32,323 / Maximum \$63,646 annually

**LOCATION:** LA Military Department (LMD-K), Camp Beauregard, Pineville, Louisiana

**OPEN:** 13 April 2018

**CLOSE:** 27 April 2018

**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:** High School (or equivalent) degree or higher. Must have the ability to communicate clearly and succinctly by both oral and written means. Must be skilled using Microsoft Office Programs (Word, PowerPoint, Excel, Access, Outlook) and compatible computer programs. Must have the ability to type and produce written documents to civilian and military standards. Must be knowledgeable using traditional office equipment (multiline telephone, copier, scanner, facsimile, audio conferencing, etc.).

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 the primary Secretary in support of the daily business of the agency by the Deputy Director - Contracting/Purchasing/Logistics and the Contracting Officer. Meets and greets over the telephone or in person internal and external military members or personnel seeking to conduct business within the directorate. Manages the calendar and appointments of the Deputy Director and Contracting Officer. Serves as the official repository for all written correspondence by the Deputy Director and Contracting Officer. Answers the supervisor's telephone, routes calls and takes messages. Maintains all office supplies. Performs basic office tasks, including typing - extreme proficiency in Word and PowerPoint, filing, faxing, scanning, US Postal, next day deliveries, setting audio conferences, making travel arrangements and photocopying. Primary manager for all PERS documentation for LMD-SC. Drafts all correspondence. Additionally, serves as intermediary between supervisor and others. Additional duties include but are not limited to: Maintaining time and attendance for directorate employees. Serves, when assigned, as official recorder for key meetings and other review boards. Recording vehicle usage reports. Maintaining critical contact information for emergency response. Scheduling and assisting with safety training. Tracks and schedules the LMD-SC conference room. Supports other employees during periods of heavy workloads. Utilizes automation to advance contracting/business/office operations. Organizes and provides support for special functions (employee appreciations, team building events, etc.). 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. Wenda Woolf

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