

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Assistant #165244

ANNOUNCEMENT NO. 185-2019

SALARY: AS-611 / Minimum \$25,896 / Maximum \$50,877 annual salary

LOCATION: LA Military Department, LMD-PA, Jackson Barracks, New Orleans, La

OPEN: 19 September 2019

CLOSE: 3 October 2019

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:** Disaster Recovery experience preferred. Extensive knowledge of Microsoft Office programs. Capable of learning to use interactive websites related to the adjudication and processing of project worksheets including Louisiana Public Assistance, LSS and others as appropriate. Able to communicate clearly by both oral and written means.

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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Serve as the Administrative Assistant to the Public Assistance Manager. Coordinate/interface with FEMA, GOHSEP, ORM and other agencies involved with the processing of project worksheets. Coordinate/interface with all LMD and USPFO Departments related to the reimbursement process. Stand-in for the Public Assistance Manager at meetings upon absence. Must be able to travel to Gillis Long and Camp Beauregard during All Hazards Events for extended periods of time. Use interactive websites related to the adjudication and processing of project worksheets including Louisiana Public Assistance, LSS and others as appropriate. Assist with preparing and submitting Quarterly Reports in a timely manner. Assist with preparing, gathering documents for, and submitting reimbursement requests. Prepare alternate and improve project requests. Perform routine clerical work such as typing, filing, shredding, scheduling and mail processing. Serve as the Liaison between LMD's Public Assistance and Fiscal Departments. Prepare correspondence to military standards. Keep project worksheet files current. Scan, update and maintain electronic server files. Prepare, update and maintain closeout files on all open project worksheets. Perform cost analysis on purchases related to project worksheets. Prepare and complete special projects, miscellaneous reports, spreadsheets and documents. Maintain document control system. Maintain inventory and order office supplies. Complete training as required. Perform all 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. Carol Hadley
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