

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Office Manager (Admin-JCP)

ANNOUNCEMENT NO. 172-2018

SALARY: AS-613 / Minimum \$34,590 / Maximum \$68,099 annually

LOCATION: LA Military Department, Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 23 October 2018

CLOSE: 7 November 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:** Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, etc.). Must be able to type 50 words per minute. Must have superior phone etiquette.

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:** Primary Support and Assistance to the Executive Level and all Staff Leads on administrative and clerical matters. Monitoring multi-line phone 0730-1600, including coordination for phone to be monitored when out of the office; directing callers and taking complete messages for and supporting all staff. Attend and take minutes at weekly staff meeting. Prepare and submit required Travel paperwork for Director and Deputy Director. Maintain designated level of office supplies. Ensure Copiers and Postage Machine have funds and supplies. Maintain and update telephone directory to staff offices. Manage and update the Job Challenge Staff Organizational Chart. Maintain and update employees' personnel files to include: contact information, emergency data, personnel actions, and Personnel Evaluation Reviews (PERS). Maintain phone coverage during all Family Days and Intake Days. Maintain and update employee information in programs database (ISIS). Timekeeper duties to include: collecting all time and attendance documentation to submit to Human Resources for all departments, excluding the Cadre Department. Prepare and issue all mail outs for cadets' parents/guardians regarding Director's informational letters, Family Days and Passes. Break down cadet roster for current class according to State Senators and Representative Districts to be used in creating letters notifying them of who will be graduating from the Youth Challenge Program in their district. Prepare and print programs for Awards Day Ceremony. Graduation preparation to include: creating and mailing out invitations to VIPs, printing programs and cadet certificates. Attend training classes (safety, driver, etc.) as required for State employment. Adhere to State Military Department Policies and Procedures. Oversee the Revenue deposit for the DFAC weekly. Input and make weekly corrections to the Cadet Data Base. 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
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: cedina.s.whicker.nfg@mail.mil
Office: (225) 319-4766 / (225) 319-4692
Fax: (225) 319-4772