

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Specialist #50332291

ANNOUNCEMENT NO. 017-2020

SALARY: AS-614 / Minimum \$37,003 / Maximum \$72,862 annually

LOCATION: LA Military Department, Headquarters (LMD-HQS), Gillis W. Long Center, Carville, La.

OPEN: 24 January 2020

CLOSE: 7 February 2020

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 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 have considerable intermediate level expertise in Microsoft Office Programs (Word, Excel, Power Point, Access and Outlook). Must have the ability to work and communicate effectively with agency personnel, the public, peers, superiors and subordinates.

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 and work extended hours for the duration of the event. 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:** Performs administrative duties for the Office of the Director of the Louisiana Military Department with professionalism and efficiency. Relieves the Director of administrative duties which do not require his personal attention. Schedules appointments and meetings for the Director and prepares materials needed, such as agendas, handouts, binders etc. Orders Supplies for LMD-HQ. Responsible for assigning vehicles and maintaining vehicle and maintenance logs for LMD-HQ vehicles. Performs back up duties in the absence of the Executive Secretary. Makes necessary travel arrangements, to include airline reservations and hotel accommodations and submits required documentation for reimbursement. Prepares and review's correspondence for signature of the Director. Receives incoming phone calls, taking messages, scheduling events and de-conflicting duplicated events with the Director. Is prepared to drive, navigate to assigned meetings, take notes and be in the proper uniform of the day. This will also include weekends and holidays. During Emergency Operations serves as the Battle Clerk to the LMD Director for Military Affairs at the assigned LANG TAC. This will involve keeping all trackers and assigned reports updated for the LMD Director. Complete all mandatory training. Complete all other duties and tasks 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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