

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Technician #163948

ANNOUNCEMENT NO. 018-2020

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

LOCATION: LA Military Department, LA ANG, Belle Chasse, Louisiana

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 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 have thorough working knowledge of Windows and Microsoft Office (Word, Outlook, PowerPoint, Excel, Access, etc.) and other technology skills as required. Must meet physical requirements to perform functions of the position. Must have the ability to work and communicate effectively with agency personnel and the public.

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:** Serves as Administrative Technician to the Base Civil Engineer as well as the focal point for Civil Engineer Squadron customer support section. Performs administrative duties for the Command Support Staff (CSS). Creates work orders and reports for State O&M and Production Control NCOIC. Inspects, verifies and documents completion of work orders using the Integrated Engineering Management System (iEMS). Assists in Production Control functions. Responsibilities may include screening calls, issuing keys, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, and customer relations. Serves as squadron orders preparer, travel advisor and technical expert in AROWS, DTS, GEARS, LEO, IGEMS, MICT and iEMS. In accordance with Air Force instructions, member organizes and types correspondence, reports, forms, contract requests, operating instructions, electrically transmitted messages, project specifications and documents, engineering cost estimates, personnel evaluations, purchase requests, duplications, etc. Prepares the majority of correspondence and documents using word processing and automated data processing equipment. Serves as the expert source for organizational records custodian and customer account representative and forms management. Orders Air Force publications, instructions and forms required by Civil Engineering. Maintains all updates and changes to regulations, instructions and forms. Receives, controls and maintains all Civil Engineering files and central records. Assists in analyzing specific office problems and makes recommendations for possible solutions. Receives and screens incoming telephone calls and makes appointments. Receives visitors and provides assistance or routes visitors to proper assistance. Receives and distributes incoming and outgoing administrative materials including correspondence, forms, reports, military and commercial publications. Prepares and distributes administrative orders and travel orders. Makes travel arrangements for Civil Engineering management personnel. Must attend/complete all mandatory LMD Training 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.

Mrs. Dawn Riess
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