

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Police Officer (Training Coordinator/Office Manager) **ANNOUNCEMENT NO.** 020-2020
#50348984

SALARY: PS-115 / Minimum \$52,000 / Maximum \$92,206 annually

LOCATION: LA Military Department, LANG-J-34 (Protection Division), Camp Beauregard, Pineville, 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 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 Law enforcement knowledge and experience. Must hold or obtain and maintain P.O.S.T certification. Must hold or obtain and maintain P.O.S.T firearms instructor certification. Possess knowledge, experience, and range instruction as a P.O.S.T Firearms instructor. Monadnock Defensive Tactics System Instructor or able to acquire certification. Monadnock expandable baton instructor or able to acquire certification. Monadnock PR-24 instructor or able to acquire certification. Taser Instructor or able to acquire certification. Possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Outlook, etc.) and forms. Possess administrative and clerical skills. Operate state vehicle. Available for travel to training, meetings, and events, conferences and staff meetings. Must be able to pass a Criminal History background check. Must have and maintain a Secret Security Clearance. Ability to communicate clearly verbally and in writing. Must possess the ability to instruct course material.

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 under the supervision of the J-34 Protection Division. Performs duties as a Police Officer/Senior Training Coordinator/Office Manager. Coordinate all firearms training for Force Protection and all State law enforcement missions. Coordinate all scenario based training for Force Protection and State law enforcement missions. Coordinate training areas, training aids and equipment for Force Protection and State law enforcement missions. Coordinate all Defensive Tactics training for Force Protection to include initial, annual and recertification. Coordinate yearly recertification in Defensive tactics for Force Protection. Coordinate and train all personnel on state law enforcement missions and certify them to the standards as set forth by LANG, J34 Protection Division, and the LA Peace Officer Standards and Training (P.O.S.T). Maintain accountability, issue and re-order all state purchased ammunition. Maintain accountability on all state purchased Force Protection Equipment. Maintain all training records for Force Protection. Travel the State when necessary to certify Force Protection and Soldiers on State law enforcement missions. Assist staff with administrative duties as requested. Compile statistical information for J-34/CMD Group. Maintain office inventory and office areas to include ordering office supplies and monitoring office supply inventory. Process ISIS Forms for internal office purchases and purchase/repair request from the installations Force Protection. Obtain price quotes for items ordered through the ISIS Forms process. Obtain and maintain the LMD LaCARTE Purchase Card for the J34 Training Division for purchasing equipment. 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. Wenda Woolf

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