

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Admin Technician #50408513

ANNOUNCEMENT NO. 099-2020

SALARY: MA-609 / Minimum \$22,630 / Maximum \$44,429 annually

LOCATION: LA Military Department, Youth Challenge Program (YCP-CM), Camp Minden, Minden, La.

OPEN: 25 June 2020

CLOSE: 9 July 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 excellent oral and written communication skills. Ability to work independently with general guidance to meet objectives and established deadlines. Must have thorough working knowledge of Windows and Microsoft Office Programs (Word, Powerpoint, Excel, Access, Outlook, etc.). Previous clerical experience.

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:** Assist Lead Instructor with administrative chores that are involved in running the Academic Department which essentially is a school for 200-300 Cadets each cycle. Assist in inputting data for the Academic when necessary. Attend Staff Meetings in the Lead Instructor's absence. Assist with In-Processing; Assist Instructors with Family Days and any activities they need assistance with. This includes copying papers, etc. Substitute in classroom with necessary. Monitor Prepare correspondence for Lead Instructor. Monitor computer lab. Monitor Accelerated Reader testing. Utilize and manage Accelerated Reader Program. Keep Academic Bulletin Board up to date with AR Goals. Assist with the Library including checking books in and out, shelving and completing inventory. Scan TABE tests for all classrooms. Keeps golf cart charged and takes it to maintenance when needed. Assist with daily clerical duties (answering telephone, typing correspondence, filing, etc.). Sort and file digital or paper copies of essential academic information each cycle. Assist with inventory. 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.

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