

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Drafting Technician - \*Temporary #50608508      **ANNOUNCEMENT NO.** 100-2021

**SALARY:** MW-212 / Minimum \$29,640 / Maximum \$53,165 annually

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

**OPEN:** 9 April 2021

**CLOSE:** 30 April 2021

*\*Temporary Appointment: Earns Leave. Eligible for Benefits. No LASERS. Expires upon return of mobilized employee.*

**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.

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:** Ensures that all required documentation is filed in the Design/Construction Folders for technical content. Maintains project record logs tracking all project numbers for facility projects. Checks for compliance with approved civil engineering rated performance work statements on plans and specifications and prepares inspection reports. Maintains the automated civil engineering system database (ACES). This is the hub database for all of civil engineering design, construction and real property accountable records. Responsible for printing reports and updating records to ensure the accuracy of the information maintained. Responsible for forwarding the proper documentation to Real Property for capitalizing real property assets. Processes and maintains records for all digging permits. Prepares and maintains maps and building plans using AutoCAD, GPS and GIS software. Help prepare and review construction documents for projects. Updates the Base Architectural and Material Standards as necessary. Records into the Integrated Engineering Management System (IEMS) all pertinent engineering information relevant to this position. Prepares facility surveys. Conducts site location surveys and preliminary engineering inspections and investigations under field conditions. Plans and designs site layouts, considers factors such as topography, soils and survey data. Performs other duties 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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