

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Warehouse Specialist -*Temporary #50606167

ANNOUNCEMENT NO. 124-2021

SALARY: MA-612 / Minimum \$32,323 / Maximum \$63,648 annually

LOCATION: LA Military Department, LANG-CM, Camp Minden, Minden, Louisiana

OPEN: 7 May 2021

CLOSE: Open Until Filled

****Temporary Appointment:** Expires 12 months from start date. Earns Leave. Eligible for Benefits. No LASERS.*

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 at least 2 years' experience in Supply/Logistics Field. Must be familiar with producing Inventory Control procedures for cost saving measures and recommending courses of action. Must have the ability to conduct Annual/Quarterly Inspections required by the Office of Risk Management (ORM). Ability to work with general guidance to meet objectives and established guidelines. Must be able to interact with on-line systems such as Integrated Statewide Information System (ISIS) and the Protégé Asset Management System.

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: Take reservations via phone, email or in person. Process payment transactions and issue receipts. Contact customers via email, mail or by phone in regards to any unpaid balances, failure to turn room keys back in, late checking outs, left items in room, etc. Conduct monthly inventory of the property in the Billeting Office. Review reservations on a daily basis and make necessary corrections to any discrepancies found. Accept and record customer's complaints/issues and forward to the Billeting supervisor in a timely manner. Complete all of LMD's yearly mandatory training and any additional training needed to perform duties. Complete work orders as needed for BOO rooms. Track individuals staying in BOO rooms. Closeout batch in timely manner. Direct centralized warehouse operation procedures for inventory control, storage/distribution of equipment and supplies. Develops and implements storage systems, policies/procedures to obtain maximum use of storage areas. Responsible for Fuel operations for Camp Minden, to include reports to Installation Commander. Compiles and submits quarterly building inspection to Installation Safety Officer and ORM (Office of Risk Management). Maintains manual and electronic documents, files and records for the purpose of documenting equipment and commodities to provide reliable source information. Perform other duties as assigned by Supervisor and/or Logistics Officer.

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. Kandice Miller

LMD-HR (Camp Minden), 100 Louisiana Boulevard, Minden, La. 71055

E-mail: kandice.m.miller2.nfg@mail.mil

Office: (318) 382-4277

Fax: (318) 382-4297