

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Secretary – *Temporary #50577154

ANNOUNCEMENT NO. 185-2021

SALARY: MA-609 / Minimum \$22,603 / Maximum \$44,429 annually

LOCATION: LA Military Dept., Youth Challenge Program (YCP-GL), Gillis W. Long Center, Carville, La.

OPEN: 20 July 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 possess good communication skills both written and oral. Must be organized and able to work with minimum supervision. Must have computer knowledge and able to operate standard office machines.

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 Mentor Coordinator with recruiting and screening potential mentors. Send correspondence including mentor applications and back up documentation. Proof and distribute letters from Post Residential department to current mentors. Proof and distribute correspondence between Post Residential and other departments of the Youth Challenge Program. Postage and mail information about mentor trainings, family days and other program events. Assists with mentor training and in-processing. Assures all documents are assessable and accounted for in cadet files. Secures Mentor Applications and documentation for cadet files. Secures copy of Graduation certificate, driving course materials and testing results for cadet files. Builds cadet files according to the standards set by RPM Coordinator. Responsible for keeping all files and documentation locked and secure until needed by assigned Case Managers. Covers phone line and checks and delivers mail and messages. Checks both mail boxes daily for cadet reports, correspondence and mentor information. Distributes all messages and correspondence to appropriate staff members daily. Checks and clears Post Residential phone line and delivers messages and requests to appropriate staff. Answers personal and general Post Residential phone line. Provides Post Residential information to the public or transfers call to appropriate sources. Covers Caseload in the absence of assigned Case Manager. Prepares and submits Quarterly Stipend Reports to the YCP Budget Officer. Represent the Post Residential Department when assigned. Performs additional duties as required.

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.

SSG Ashley Ray and/or Mrs. Christine Zeller
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