

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Paralegal 2 #50388357

ANNOUNCEMENT NO. 191-2021

SALARY: MA-616 / Minimum \$42,370 / Maximum \$83,408 annually

LOCATION: LA Military Department, LMD-HQs, Gillis W. Long Center, Carville, Louisiana

OPEN: 29 July 2021

CLOSE: Open Until Filled

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:** ***Required*** - Highly motivated self-starter with the ability to work independently with general guidance to meet objectives and established goals. Must have the skills necessary to manage a busy legal office, including, but not limited to organizing an office, excellent oral and written communication skills and preparing various documents, to include proper formatting and grammar. Must be skilled in operating a computer, including, but not limited to working knowledge of Microsoft Office, Microsoft Windows and other general computer applications, including, but not limited to Adobe Acrobat. Must not have any record of Civil Conviction (other than minor traffic offenses) and no pattern of undesirable behavior as evidenced by civilian or military record. ***Preferred*** - Bachelor's Degree, Associates Degree or completion of Certificate Program in Paralegal Studies. Three years of specialized experience, including knowledge and experience with the principles, concepts and methodology of managing a legal office. Prior experience as a paralegal and proficiency in legal research, including use of on-line legal research tools such as Westlaw or Lexis-Nexis are a plus. Key Competencies: Research skills; analytical skills; critical thinking skills; planning and organizing; information monitoring; strong communications skills; attention to detail and accuracy; confidentiality; teamwork.

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:** Under the guidance of licensed attorneys, the employee will coordinate government agency law office activities and provide paralegal support to the Executive Counsels office of the Louisiana Military Department. Assignments require independent judgment and analysis, and strong organizational skills. Duties will include, but not limited to: Research complex legal and factual issues; access and use Westlaw or Lexis-Nexis efficiently and effectively; maintain law library; monitor legislation; provide general litigation support; process and facilitate contract reviews; organize, track and file litigation case files; assist with claim processing; document processing; build and maintain databases and files, including, but not limited to a legal review tracking system; assist with response to public records requests; prepare, proofread and edit legal correspondence, reports and other materials. Additional duties assigned, including, but not limited to performing administrative functions such as: preparation of payroll reports, travel reports and supply requisitions; maintenance of calendars and appointments; reservation of meeting rooms; reception of visitors to the legal office and answering of phones; e-mail screening; and retrieval, sorting and distribution of incoming mail. 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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