

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Purchasing Clerk #189485

ANNOUNCEMENT NO. 059-2022

SALARY: MA-607 / Minimum \$19,760 / Maximum \$38,792 annually

LOCATION: LA Military Dept., LANG-GL, Gillis W. Long Center, Carville, La.

OPEN: 10 March 2022

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:** Detailed knowledge of the Integrated Statewide Information System (ISIS). Detailed knowledge of Microsoft Office (Outlook, Word, Excel, Powerpoint, Access, etc.) and Business Objects.

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:** The Purchasing Clerk manages all State receiving and invoicing activities supporting the infrastructure of the Louisiana National Guard, Gillis Long Center and its tenants. The tenants include the Gillis Long Center Facility, Youth Challenge Program, Louisiana Military Department, Office of Risk Management and CFMO. Receiving clerk updates State Purchase Orders into the Integrated Statewide Information System (ISIS). Help implement and maintain a tracking system with the Gillis Long Center Property book officer in order to track purchases orders to ensure proper delivery of commodities purchased, make sure proper commodities are delivered and vendors are paid in a timely manner. Assist in managing all fixed charges contracts and coordinates with contract vendors on the execution of the contract. Assist in the preparation of current financial reports as well as summarize and forecast for future growth and general economic outlook. Assist in the monitoring of status of funds with respect to authorized budget along with analyzing expenditure, encumbrances and revenue to identify trends and potential funding problems. Must be prepared to participate in the consolidated Fiscal and Purchasing Section formed during State Emergency Rehearsals and events located at Camp Beauregard, Pineville, LA or any other location as dictated. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Manage FedEx mailing account. Ensure that the Safety Coordinator is informed of any violations reported to them and follow up to ensure it is corrected. Maintain accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Must inform the supervisor of all telephone and address changes. 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.

Mrs. Christine Zeller or Ms. Carol Hadley
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