

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Technician 3 #50418081

ANNOUNCEMENT NO. 153-2022

SALARY: MA-611 / Minimum \$25,896 / Maximum \$50,877 annually

LOCATION: LA Military Department, STARBASE, Jackson Barracks, New Orleans, Louisiana

OPEN: 15 June 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:** High School diploma or equivalent (Bachelor's Degree preferred). General administrative/clerical experience. Knowledge and experience working around students. Extensive experience in Microsoft Word, Excel, Powerpoint and Outlook. Ability to operate office equipment-copier, scantron, laminator, laser printer, etc. Highly motivated; ability and desire to work as a member of a team. Must have excellent communication skills and the ability to multitask. Experience preferred in purchasing, inventory, budgets and record keeping. Experience preferred in a classroom or school setting.

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 Admin Technician position is the frontline for communication for the program. Reports to the Director and as a part of the STARBASE team, will take shared responsibility for the operations of the STARBASE Academy. Performs a variety of clerical, secretarial and other related work as required for the operation of STARBASE. Including the maintenance of confidential student records, purchasing, inventory, direct contact and support of STARBASE Instructors and visiting schools. Performs general office duties such as answering the phone, purchasing, maintaining files, scheduling schools, email correspondence, inventory and assist Director in all other office duties. Keep time and attendance records and submit records to Human Resources. Upon approval, order all necessary administrative, janitorial and classroom supplies/equipment/services. Assist Teachers and Program Assistant in material preparation and distribution, picture taking and making videos. Assist in preparing for incoming school. Assist Teachers in preparing all materials and equipment for lessons identified in the core curriculum. Identify new ways for efficiency in the office and in the classroom. Keep up with new guidelines in purchasing, time and attendance, and/or travel. Prepare travel authorizations and supporting documents for staff. Complete all required training. 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. Dawn Riess
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