

**STATE VACANCY ANNOUNCEMENT**  
**LOUISIANA MILITARY DEPARTMENT**  
**LOUISIANA NATIONAL GUARD**

**POSITION:** Secretary 3 #50332029

**ANNOUNCEMENT NO.** 160-2022

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

**LOCATION:** LA Military Department, LANG-CB, Camp Beauregard, Training Center, Pineville, Louisiana

**OPEN:** 29 June 2022

**CLOSE:** 13 July 2022

**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:** Comprehensive knowledge of the Sky Touch Reservation System. In depth knowledge of the mission, organization and work processes of the La Military Department. Knowledge of Microsoft Office (Outlook, Word, Excel, Powerpoint, Access, etc.). Must possess effective written and oral communication skills, interpersonal skills and ability to work with others. Ability to work independently with little guidance or oversight and make decisions that meet the Commander's intent.

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:** Serves as the Manager to the Billeting Office. Answers phones, takes reservations, deals with customer complaints and review reservations on a daily basis to ensure there are no errors or overbooking. Serves as a records keeper; protects customer credit cards on file, maintains invoices for new hires, MP training and safety folders for all State employees. Other key duties in this position include conducting daily inventory of keys, ensuring accounts receivable are processed on time, maintaining any past due receipts and refunds. Responsible for checking customers in and out. During all hazards events, responsible for utilizing the LSS system, gathering paperwork (includes orders, reservation invoices, memos to be sent to State) for LMD review and payment. Performs 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.

Ms. Wenda Woolf or Ms. Carla Harvey  
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360  
E-mail: [wenda.a.woolf.nfg@army.mil](mailto:wenda.a.woolf.nfg@army.mil) / [carla.r.harvey.nfg@army.mil](mailto:carla.r.harvey.nfg@army.mil)  
Office: (318) 641-5392 / (318) 641-5393  
Fax: (318) 290-5060