



STATE OF LOUISIANA
invites applications for the position of:
Admin Technician 3
#183734

An Equal Opportunity Employer

ANNOUNCEMENT NO. 196-2023

OPENING DATE: September 21 , 2023

CLOSING DATE: October 5, 2023

SALARY: MA-611 / \$31,221 - \$56,181 annually

JOB TYPE: Unclassified

LOCATION: YCP-Gillis W. Long Center, Carville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Youth Challenge Program

Gillis W. Long Center



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

Opportunities for advancement, salary increases, and professional leadership training translate to an effective team member with the potential to transform lives.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Responsible for the entry of cadet applications in the YCP Data Base. Responsible for updating cadet/parent/guardian information in the Data Base. Maintains a copy of Out-processing and Leave Forms for each cadet and ensures they are "Dropped" in the Data Base if out-processed. In-puts of ACT scores, ASVAB scores, Counselor Teaching dates and other pertinent information into the Data Base. Responsible for mailing outs for Acceptance Packets, Career Day Invitations, ACT Letters, Graduation Dance Letters, Disciplinary Board Letters, Letters to the School Board after a Cadet has dropped from the program, and other mail outs as needed. Responsible for Answering the Youth Challenge Program switchboard and transferring calls or taking messages as necessary. Assists with the preparation of letters to include Verification of Enrollment/Verification of Drop from the program as requested by parents/cadets/outside agencies. Assists with office filing. Assists with Greeting Visitors and notifies staff person of the presence of a guest. Responsible for providing supervision to Cadet's who are waiting for their assigned appointment. Distributes mail/disciplinary write-ups and any other correspondence to assigned counselors. Manages all office machines. Notifies other YCP staff (teachers, Cadre) when a counselor is out of the office without prior notice. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Working knowledge of Windows/Microsoft Office (Word, PowerPoint, Excel, Access and Outlook)

ADDITIONAL INFORMATION: Selected candidate must maintain a valid driver's license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 but must be submitted with the LANG-LMD-H Form 10 (State Application).

- 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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Christine Zeller
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: christine.r.zeller.nfg@army.mil
Office: (225) 319-4909