



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**MWR Assistant \*Temporary**  
**#50675619**

An Equal Opportunity Employer

**ANNOUNCEMENT NO.** 030-2024

**OPENING DATE:** February 20, 2024

**CLOSING DATE:** Open Until Filled

**SALARY:** MA-607 / \$23,816 - \$42,869

**JOB TYPE:** Unclassified

**LOCATION:** LANG-GL, Carville, LA

**\*Temporary appointment not to exceed two years.**

**BENEFITS:**

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 based on tenure

Louisiana Military Department



**LANG-GL**

**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.**

**POSITION DESCRIPTION:**

Operate a cash register to include sales, returns and exchanges. Must be able to make correct change. Replenish all containers and condiments used by patrons. Daily re-stocking of all coolers (sodas, beer, food, ice cream). Daily cleaning of store and sometimes removing trash to dumpster. Monthly inventory counts of all products sold. Wait on customers and work pleasantly with the public. Complete all end of day paperwork properly. Must inform supervisor of all telephone and address change. Must respond/treat all tenants'/customers' requests with professionalism and courtesy at all times. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Must possess a high school diploma. Must be able to obtain a LA servers permit to sell Alcohol and Tobacco. Must be able to lift 35 lbs. Must be available to work weekends.

**GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

**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 and will not be accepted unless they are 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/join-us/state-technician-vacancies>

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:

SFC Ashley Ray  
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA  
E-mail: [ashley.g.ray.mil@army.mil](mailto:ashley.g.ray.mil@army.mil)  
Office: (225) 319-4766