



STATE OF LOUISIANA
invites applications for the position of:
Executive Secretary 3
An Equal Opportunity Employer

ANNOUNCEMENT NO. 039-2024

OPENING DATE: March 5, 2024

CLOSING DATE: March 19, 2024

SALARY: MA-617 / \$46,842 - \$91,894 annually

JOB TYPE: Unclassified

LOCATION: LMD-HQS, Jackson Barracks, New Orleans, 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 based on tenure

Louisiana Military Department



LMD-HQS

Jackson Barracks



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:

Perform administrative duties and executive support functions for the Louisiana Military Department (LMD) Command Group professionally and efficiently. Able to work in an executive-level environment, maintaining strict confidence and discretion with agency information and functions. Schedule appointments and conference calls and maintain calendars for LMD Command Group members. Ensure LMD Command Group members have necessary meeting materials, such as agendas, handouts, binders, etc., as provided by the meeting facilitator before the meeting begins. Coordinate efforts, calendars, and travel arrangements with LANG Command Group executive assistants and Secretary of the General Staff. Receive incoming phone calls for LMD Command Group, relay messages when necessary, and transfer calls as appropriate to LMD staff. Plan and schedule travel for LMD Command Group members as necessary, including processing vouchers once travel is completed. Prepare correspondence for LMD Command Group members in accordance with (IAW) AR 25-50 requirements. Review all correspondence and actions prepared by LMD staff members for formatting accuracy IAW AR 25-50 and content clarity before forwarding them for LMD Command Group signature. Maintain roster of requirements pending Command Group members' action to ensure actions are processed in a timely manner. Maintain up-to-date files, in both digital and hardcopy formats, for LMD Headquarters and initiate follow-up actions on pending matters. Coordinate with Staff Directors to gather information necessary to maintain agency-level leader books, organizational charts, and contact rosters. Collect and review incoming mail and forward it to the proper staff members for information and action.

Maintain shelf-stock inventory and purchase resupply of office supplies for LMD Headquarters. Maintain LMD Headquarters vehicle logs and ensure timely submissions. Assist LMD Headquarters personnel with guidance regarding time and attendance, travel, personnel actions, purchase order requests, procedures for approval, etc. Act within delegated authority and use independent judgment to maintain the normal workflow through the office in the absence of LMD Command Group members. Work emergency duty during Emergency Operations when deemed essential by the LMD Command Group, including tracking time and attendance, preparing daily reports, updating shared folders, preparing meetings and documentation, and other administrative and executive support functions as assigned. Travel may be required. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Must be proficient in Office 365 applications and able to learn new skills in the Microsoft Office suite as updates and new software become available. Must be able to type no less than 65 words per minute, with over 100 words per minute preferred.

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
Office: (225) 319-4766