



STATE OF LOUISIANA
invites applications for the position of:
Stock Clerk 1, 2 or 3
#1081

An Equal Opportunity Employer

ANNOUNCEMENT NO. 170-2024

OPENING DATE: December 04, 2024

CLOSING DATE: Open Until Filled

SALARY:

MW-212 / \$40,914 - \$73,632 annually

MW-213 / \$43,784 - \$78,790 annually

MW-214 / \$46,842 - \$84,302 annually

JOB TYPE: Unclassified

LOCATION: LANG-ANG, Belle Chasse, LA

****As part of a Career Progression Group, the level at which the vacancy is filled will be determined by the qualifications of the candidate selected.***

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



LANG-ANG



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:

Provides quality assurance of maintenance on all vehicles, equipment and tools. Prepare, review and edits requests for supply issue. Controls, monitor supply and equipment requests to assure materials required meet scheduled deadlines. Maintains all State and Federal asset inventories in warehouse, document files and accountable records in addition to supply/equipment research data and stock lists. Diagnoses assembly malfunctions and determines corrective actions on disposition of equipment. Inspects equipment for required modification, installation of safety devices and serviceability. Prepares material and equipment turn-in through appropriate channels and with re-distribution centers. Ensure maintenance and supply documentation is complete and accurate. Maintain files and historical data and records folders. Maintain shop tool inventory in accordance with applicable Air Force instructions. Performs preventative and special maintenance. Uses technical publications to maintain prescribed manufacturer's maintenance schedules. Performs daily operational, preventive maintenance and inspects for safety of motorized vehicles: Trucks, Utility Vehicles, Fork Lifts, etc. Properly annotates all maintenance performed on prescribed forms for data collection purposes.

Perform "SWEEPER" operations to the aircraft apron, taxiway, streets and parking lots to remove foreign objects damage (FOD) when need arises. Escort various contracted vendors onto an installation and restricted areas. Coordinates with the Civil Engineer Operations office, Unit Vehicle Control Officer and Maintenance Supervisor to ensure timely repairs of assigned vehicles or equipment is accomplished. Notifies completion of work orders and work order complications to Operations Management shop. Input necessary information into the required database programs to provide daily progress to Production Control. Reports all missed maintenance to ensure the work order is properly closed out or forwarded to the following week's schedule. Coordinates with the vendors to purchase equipment and supplies. Prepares purchase requisitions within State and Federal parameters/works with LA ANG building managers to identify facility preventative maintenance and other problems with LA ANG facilities. Contact contractors to receive bids, quotes or estimates, does have purchase authority with Resource Advisor approval. Coordinates supply actions with base supply personnel, Base Contracting Officer and local vendors. Responsible for receiving deliveries for CES, Services and Contracting to include inventorying/issuing an integrated Engineering Management System (iEMS) receiving ticket. Ensures compliance with environmental, safety and health concerns IAW all ANG, AF, State and Federal instructions. Reports time daily in iEMS. Inspects, verifies and documents completion of purchase orders using iEMS. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Must have thorough working knowledge of Windows, Microsoft Office, Including Word, Outlook, PowerPoint, Excel, and Access and other technology skills as required.

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:

Mrs. Dawn Riess
LMD-HR (Jackson Barracks)
Email: dawn.t.riess.nfg@army.mil
Office: (504) 278-8547