



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Operations Assistant 1,2 or 3**  
**#50595829**  
Equal Opportunity Employer

**ANNOUNCEMENT NO.** 015-2025

**OPENING DATE:** February 05, 2025

**CLOSING DATE:** February 19, 2025

**\*SALARY:**

MA-613 / \$35,734 - \$70,117 annually

MA-614 / \$38,230 - \$75,026 annually

MA-615 / \$40,914 - \$80,267 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

***\*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.***

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:**

Assists the Plans and Operations section in correspondence, coordination and execution of assigned tasks. Assists in the preparation and execution of correspondence, power point presentations, as well as short and long range goals and objectives. Prepares assigned reports, briefings, Letters of Instruction and Memorandums of Instruction. Assists in updating assigned Standard Operating Procedures (SOPs) and Plans and Procedures Manuals (PPM) as assigned. Prepares drafts of all standard meeting slides and posts them to the appropriate site once approved. Gathers and compile data/slides from staff sections prior to meetings such as the Staff Sync and Project Meeting. Assists in the scheduling, coordinating and tracking of all required training as outlined by State and Federal Directives. Assists in scheduling all required meetings, coordinating VTC and Teleconferences and setting up the selected conference room. Takes detailed notes and submit meeting minutes as directed.

Responsible for keeping the Task Tracker updated for the Plans and Operations section. Responsible for keeping the Key Events Calendar up to date and published to Primary Staff and Installations. Responsible for scheduling and de-conflicting duplicated events for the Deputy Director and the Plans and Operations Section. In the absence of the Strategic Planner and Operations Officer, will act as the Section POC for all actions and tasks. Maintains the section's inventoried equipment to include computers as well as vehicles to include completing all administrative reporting requirements. During Emergency Operations, ensures the Operations Director has all required reports, has multiple means of communication with section leaders, has the logistical and administrative means to direct the department. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Must have considerable intermediate level expertise in Microsoft Office Programs (Word, Excel, Power Point, Access and Outlook) and have the ability to operate video teleconferencing (VTC) equipment. Must have the ability to work and communicate effectively with agency personnel, the public, peers, superiors and subordinates.

**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 Juan Rossell  
LMD-HR (Jackson Barracks)  
E-mail: [juan.c.rossell.mil@army.mil](mailto:juan.c.rossell.mil@army.mil)  
Office: (504) 278-8034