



# LOUISIANA MILITARY DEPARTMENT



ED Programs HQS, Camp Beauregard

Office Manager 1

# 50577373

**ANNOUNCEMENT NO.** 084-2025

**OPENING DATE:** July 24, 2025

**CLOSING DATE:** August 7, 2025

**\*SALARY:**

**MA-613** \$35,734 - \$44,346

\*Salary indicates typical starting range. Level will be determined by qualifications.

**JOB TYPE:** Unclassified

Current Classified employees must give up their designation to accept this position.

## BENEFITS

**Retirement:** LASERS

**Insurance:** Medical, Dental, & Vision

**Paid Holidays:** 10 plus proclaimed

**Annual Leave:** 96 hours per year with tenure increases

**Sick Leave:** 96 hours per year with tenure increases

## 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.

## 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:

Front-line communication and reception for the YCP recruiting department on behalf of three YCP program locations and Job Challenge Program, possessing detailed and site specific information in order to assist callers. Must have extensive knowledge of Microsoft excel and google drive. Record potential "lead" calls with important demographic information and keep an accurate account of information in the database system for applicant tracking, then distribute to assigned recruiter. Enter and manage online applications as needed. Send confirmation information as needed/assigned, sort applications into appropriate class/database and reconcile database with interview information as it occurs. Coordinate mass mail out of new class information, to include printing, postage, and mailing of applications. Responsible for all email correspondence generated from the YCP website. Manage the EZ-Texting system for scheduled texts to our applicant tracking database. Must have knowledge of working a budget and LaCarte card, make purchase orders (101s), and arrange travel in coordination with LMD Fiscal. Coordinate with program training coordinators and operations manager as needed to execute tasks which include scheduling training, maintaining training records (certificates & transcripts), and record submission prior to suspense.

*Equal Opportunity Employer and State as a Model Employee (SAME)*

## **POSITION DESCRIPTION CONT.**

Maintain GSA mileage, maintenance records for department fleet in coordination with department employees; this may include scheduling and transporting vehicle for maintenance. Responsible for building maintenance and safety records/training for Recruiting Department. Keep stock of recruiting materials, to include DVD's, brochures, flyers, applications, etc..., to include preparing folders for upcoming events/meetings. Responsible for completing enrollment letters for accepted students for all classes and distributing to recruiters. Maintain time and attendance/daily sign in sheets for all staff in the recruiting department. Responsible for turning in all time and attendance; maintain honest and accurate record of time and attendance while performing job duties and responsibilities, which includes documentation with leave slips/k-time slips. Maintain office equipment and schedule necessary repairs. Assist recruiters with reminder calls for upcoming interviews. Advise supervisor of any issues to ensure excellent customer service. Occasional travel within the region and to other locations as required. Model professional behavior and demonstrate appropriate boundaries consistent with a state employee who works closely with at-risk youth. Strict professionalism is expected at all times in dress, communication, and conduct. Maintain professional, approachable, transparent, and proactive communication with YCP staff and departments through participation in YCP program events such as Intake Days, Family Days, and Graduations. Work cooperatively with families, applicants, and representatives of organizations / agencies both in person and by phone. Perform other duties as assigned.

## **POSITION QUALIFICATIONS:**

High school diploma or equivalency required. Two year Associate Degree or directly applicable experience preferred. Additional certifications, licenses, and trainings are favorable. Maintain strict professional appearance and dress in compliance with Louisiana State Military Department and Louisiana National Guard Education Programs Dress Code Policy. Must possess good communication skills both written and oral. Excellent, effective, and efficient interpersonal communication, and presentation skills are required. Employee must be able to work both independently, and as a team member, depending on the nature of the task required, to engage and inform peers, superiors, subordinates, agency personnel, potential applicants, family members, and the general public. Technological proficiency is required. Abilities should be considered above average, and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs, and devices quickly and expertly is expected in order to maximize job performance.

## **GENERAL REQUIREMENTS:**

- 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.
- Must be available to report to duty during emergency or disaster situations.  
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

**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 12:00 a.m. CST:

Timothy Groh  
LMD-HR (Camp Beauregard)  
235 H Street, Pineville, LA 71360  
Email: [timothy.j.groh.nfg@army.mil](mailto:timothy.j.groh.nfg@army.mil)  
Office: (318) 290-5394