



LOUISIANA MILITARY DEPARTMENT

LANG-CM, Camp Minden
Property Specialist 1, 2, or 3
50366658

ANNOUNCEMENT NO. 107-2025

OPENING DATE: September 5, 2025

CLOSING DATE: Open Until Filled

***SALARY:**

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

MA-614 \$38,230 - \$47,445

MA-615 \$40,914 - \$50,752

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

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

JOB TYPE: Unclassified

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

POSITION DESCRIPTION:

Performs duties as the Property Specialist for the State Military Department (SMD). Receives all commodities that are assigned to Camp Minden. Directs centralized warehouse operation procedures for inventory control, storage/distribution of equipment and supplies. Coordinates all warehouse activities with the Installation Management Officials and representatives of other agencies to include GOHSEP (Governor's Office of Homeland Security and Emergency Preparedness, FEMA (Federal Emergency Management Agency). Responsible for the receiving of all goods purchased through the 101 Purchasing System and LaGOV. Daily duties require the input into the "AGPS" for goods received, ensuring all vendors are "Paid in Full" for requested items. Responsible for the overall administration and management of all State Moveable Property Records. Responsible for the Quarterly ISR (Installation Status Report) for assigned Logistic Buildings throughout Camp Minden. Maintain all Boilers (over 50 Gals) and inspections on Camp Minden. Maintain all Logistical records for ORM (Office of Risk Management) Quarterly and Yearly Compliance Audit. Serve as liaison with all internal and external sections for daily logistical activities, to include SMD, Training Site, Louisiana National Guard Units. Negotiates with supply sources to meet technical requirements. Process request for mission essential equipment needed during State Emergency. Maintains manual and electronic documents, files, and records for the purpose of documenting equipment and commodities to provide reliable source information. Responsible for the monthly input of the MV3 (Daily Vehicle Log) and the MV4 (Daily Maintenance Log), to ensure proper accountability of vehicle use and maintenance costs. Directly responsible for the placement, inspections of over 300 plus Fire Extinguishers throughout the installation annually. Assist in the inventory and Hand receipting of State and Federal Property. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Employee should have at least 2 years' experience in Supply/ Logistics Field. Employee should be familiar with producing Inventory Control procedures for cost saving measures and recommending courses of action. Ability to work with general guidance to meet objectives and established guidelines. Individual must be able to interact with on-line systems such as Integrated Statewide Information System (ISIS), Protégé Asset Management System and LaGOV.

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:

Mrs. Kandice Miller
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
E-mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277