



LOUISIANA MILITARY DEPARTMENT

LMD-HQS, Jackson Barracks
Internal Auditor 1 (Temp)

ANNOUNCEMENT NO. 111-2025

OPENING DATE: September 10, 2025

CLOSING DATE: September 17, 2025

***SALARY:**

MA-621 \$61,422 - \$90,938

*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.

POSITION DESCRIPTION:

The Internal Auditor 1 must be able to create and sustain a viable and ethical annual audit/process evaluation program that meets The Adjutant General's (TAG's) goals and supports the LANG and LMD missions. Must be able to assist Installation Commander's, Directors and Managers in preparing Process Documents, SOP's and PPM Chapters. Provide management with assurances that assets of the Installation, Department and/or Section are properly safeguarded; internal controls are established and operating in accordance with applicable laws and regulations; and procedures suffice to prevent or detect errors and/or fraud in a timely manner. Publish results of audit/process evaluations and report to the Louisiana State Legislative Audit Office. During Emergency/All Hazards Operations the IA serves as a Liaison to either the Joint Operations Center (JOC) or the Logistics Support System (LSS) Office for the duration of the event. The IA is a participant in the Internal Contract Review Board (ICRB). The IA may serve as the LMD Annual Employee Engagement and Satisfaction Survey Coordinator and also the Policies and Procedure Manual (PPM) Program Coordinator. Provide planning, organization and assistance to develop and maintain the agency's strategic and process improvement plans. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Required – Ability to work independently with general guidance to meet objectives and established guidelines. Must have experience with organizational structure and familiarity with missions of the Military Affairs, Education Programs, Morale, Welfare & Recreation Programs of the Louisiana Military Department (LMD). Must be proficient with Microsoft Office Suite software (Outlook, Word, Excel, Access, PowerPoint, etc.). Must be able to operate on-line systems (i.e., LaGov ERP). Position requires intermittent travel to Louisiana Military Department Installations and Facilities throughout the State of Louisiana.

Preferred – Bachelor's Degree in business related field. Education and experience in managing, planning, coordinating and assisting in the management of projects, events, activities and programs. Experience performing critical tracking and reporting during State emergencies. Experience dealing with FEMA tracking or reimbursements to the State.

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

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:

SFC Juan Rossell
LMD-HR (Jackson Barracks)
6400 Saint Claude New Orleans, LA 70117
Email: juan.c.rossell.mil@army.mil
Office: (504) 278-8034