



LOUISIANA MILITARY DEPARTMENT

LANG-CM, Camp Minden

Office Manager 1, 2, or 3

50353109

ANNOUNCEMENT NO. 036-2026

OPENING DATE: March 3, 2026

CLOSING DATE: March 17, 2026

***SALARY:**

MA-613 \$35,734 - \$50,997

MA-614 \$38,230 - \$54,562

MA-615 \$40,914 - \$58,365

*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:

Maintain and update Facility Engineer Work Order System (Maintain X). Perform clerical duties for Camp Minden. Greet and directs visitors to appropriate offices. Answer telephones and direct calls or records messages for further action. Provides information to the public on programs related to the facility. Maintain current organization charts and employee information and emergency contact information. Prepare and maintain records for all personnel actions including position allowances. Contact and schedule prospective employees for drug screenings. Prepare payroll for all Camp Minden state employees to include and adjustments after payroll submission, compensatory time and leave request. Maintain employee personnel files. Maintain required postings on bulletin board and job announcements. Maintain postage including logs, issues, receipts, inventories and reports. Post all outgoing mail documents to include receiving and distributing incoming mail. Tracks and schedules the A100 conference rooms. Prepare, schedule and receive FEDEX documents including register of each shipment. Issue notices for explosive testing, Barksdale EOD and weather warnings to staff and tenants. Prepare office correspondence IAW AR 25-50. Prepare travel authorizations and vouchers, request lodging accommodations IAW PPM 49. Maintain and distribute LMD and CM policies and procedures and certification that employees have read and understand policy. Contact and prepare monthly employee count from tenants and all Camp Minden departments. Collect and maintain published news items regarding Camp Minden and/or National Guard. Prepare articles for annual Historical requirements. Assist in organizing and preparation for outside events scheduled at Camp Minden. Support the Adjutant General and the State CSM when they are at Camp Minden. Prepare, maintain and distribute CM telephone directory. Prepare utility analysis (electrical and gas) for CM, YCP and units assigned to Camp Minden. Be the point of contact and assign duties of janitorial staff. Attend all mandatory LMD training classes. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Must have excellent oral and written communications skills. Must maintain well-groom and professional appearance. Must be skilled in meeting business men/women and professional people, elected officials and high ranking officers. Ability to work independently with general guidance to meet objectives and established guidelines. Skilled in operating a personal computer with a working knowledge of Microsoft Office, Word, Power Point, Excel and Adobe pdf files. High School diploma or higher.

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

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
Email: kandice.m.miller2.nfg@army.mil