



LOUISIANA MILITARY DEPARTMENT

ANG, Belle Chasse, LA

Stock Clerk 1, 2, or 3

#1081

ANNOUNCEMENT NO. 043-2026

OPENING DATE: March 11, 2026

CLOSING DATE: March 25, 2026

***SALARY:**

MW-212 \$40,914 - \$49,109

MW-213 \$43,784 - \$52,541

MW-214 \$46,842 - \$56,222

*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:

Provides quality assurance of maintenance on all vehicles, equipment and tools. Prepare, review and edits requests for supply issue. Controls, monitor supply and equipment requests to assure materials required meet scheduled deadlines. Maintains all State and Federal asset inventories in warehouse, document files and accountable records in addition to supply/equipment research data and stock lists. Diagnoses assembly malfunctions and determines corrective actions on disposition of equipment. Inspects equipment for required modification, installation of safety devices and serviceability. Prepares material and equipment turn-in through appropriate channels and with re-distribution centers. Ensure maintenance and supply documentation is complete and accurate. Maintain files and historical data and records folders. Maintain shop tool inventory in accordance with applicable Air Force instructions. Performs preventative and special maintenance. Uses technical publications to maintain prescribed manufacturer's maintenance schedules. Performs daily operational, preventive maintenance and inspects for safety of motorized vehicles: Trucks, Utility Vehicles, Fork Lifts, Boom and Scissor lifts, etc. Properly annotates all maintenance performed on prescribed forms for data collection purposes. Perform "SWEEPER" operations to the aircraft apron, taxiway, streets and parking lots to remove foreign objects damage (FOD) when need arises. Escort various contracted vendors onto an installation and restricted areas. Coordinates with the Civil Engineer Operations office, Unit Vehicle Control Officer and Maintenance Supervisor to ensure timely repairs of assigned vehicles or equipment is accomplished. Notifies completion of work orders and work order complications to Operations Management shop. Input necessary information into the required database programs to provide daily progress to Production Control. Reports all missed maintenance to ensure the work order is properly closed out or forwarded to the following week's schedule. Coordinates with the shop personnel and vendors to purchase equipment and supplies. Prepares purchase requisitions within State and Federal parameters/works with LA ANG building managers to identify facility preventative maintenance and other problems with LA ANG facilities. Contact contractors to receive bids, quotes or estimates, does have purchase authority with Resource Advisor approval. Coordinates supply actions with base supply personnel, Base Contracting Officer and local vendors. Responsible for receiving deliveries for CES, Services and Contracting to include inventorying/issuing an integrated Engineering Management System (iEMS) receiving ticket. Ensures compliance with environmental, safety and health concerns IAW all ANG, AF, State and Federal instructions. Reports time daily in iEMS. Inspects, verifies and documents completion of purchase orders using iEMS. Assist other shop personnel in completing work orders/preventative maintenance items. Performs other duties as assigned.

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

POSITION QUALIFICATIONS:

Must have thorough working knowledge of Windows, Microsoft Office Suite, and other technology skills as required. Must possess the ability to work and communicate effectively with peers, superiors, guardsmen and public. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must meet physical requirements to perform functions of the position. Possess the ability to organize tasks and prioritize duties for preventive, routine, and emergency maintenance tasks.

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. Dawn Riess

LMD-HR (LANG-JB)

6400 Saint Claude New Orleans, LA 70117

E-mail: dawn.t.riess.nfg@army.mil