



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Logistic Technician 1, 2, or 3

184672

ANNOUNCEMENT NO. 012G-2026

OPENING DATE: 23 April 2026

CLOSING DATE: 07 May 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:

The Logistic Technician reports to and assists the LMD-GOHSEP Facilities Coordinator in supporting GOHSEP's logistical operations. The position maintains custodial responsibility for GOHSEP property at remote sites by ensuring accurate and up-to-date inventory records in LaGov Common Core (ECC), overseeing the tagging, issuance, transfer, and recovery of property, and coordinating surplus actions. The role also supports operational readiness by managing shipping and receiving functions and maintaining a fully stocked and mission-ready supply room to meet daily and all-hazard operational needs. Maintains accurate custodial accountability for GOHSEP property by verifying and updating physical location details in LaGov Common Core (ECC). Plans, organizes, and conducts physical inventories of property as directed by the supervisor. Coordinates the preparation, recovery, and turn-in of property designated for surplus, ensuring compliance with state property regulations and timelines. Reviews incoming property to ensure proper classification as surplus (consumable), tangible, (non-consumable/non-tagged). Prepares and applies property tags and supporting documentation for inventory items prior to issuance. Provides logistics support to GOHSEP personnel by operating and maintaining a supply room for daily operations and all-hazards missions. Ensures the supply room remains fully stocked, organized, and ready for immediate distribution. Monitors supply levels, identifies replenishment needs, and provides status updates for reporting and planning purposes. Serves as a LaCarte Purchase Cardholder to procure supplies, pay for building maintenance services when required and purchase equipment at the direction of Finance. Operates the shipping and receiving point at remote GOHSEP locations, ensuring all incoming materials are verified against packing lists, purchase orders, invoices, and receipts. Coordinates shipment, delivery, and pickup of items, including scheduling with carriers such as UPS and FedEx. Obtains and tracks shipment information and provides timely notification to intended recipients regarding deliveries or items ready for pickup. Ensures proper handling, staging, and documentation of all materials processed through the shipping and receiving function. Carries out assigned responsibilities during activations of the State Emergency Operations Center (SEOC) as directed. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Minimum Qualifications:

Experience in logistics, property management, warehousing, or related operational support functions. Familiarity with inventory systems such as LaGov Common Core (ECC) preferred. Ability to lift and move materials as required for shipping, receiving, and property handling. Strong organizational skills and attention to detail. Ability to work independently and collaboratively in a fast-paced operational environment.

Competencies:

Accountability & Compliance: Ensures accurate property records and adherence to state property regulations.

Operational Readiness: Maintains supply and property systems that support daily and emergency operations.

Communication: Provides clear, timely updates to supervisors, vendors, and internal stakeholders.

Problem-Solving: Identifies discrepancies, resolves logistical issues, and supports operational continuity.

Customer Service: Supports GOHSEP personnel with responsive and reliable logistical assistance.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- 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.
- 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.
- 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:

Shanice Allen

7667 Independence Blvd.

Baton Rouge, LA 70806

Email: gohsepemployeerelations@la.gov