LOUISIANA MILITARY DEPARTMENT

LANG-CB, Camp Beauregard, Pineville, LA

Billeting Technician (Part - Time)

#50366227

ANNOUNCEMENT NO. 124-2026
OPENING DATE: July 22, 2026
CLOSING DATE: August 05, 2026

***SALARY:**
MA-612 $16.06 - $22.91

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

BENEFITS

Accrue annual and sick leave at reduced rate.

***Part-Time employment is employment of No more than 20 hours per week, paid hourly. No overtime allowed.**

JOB TYPE: Unclassified
Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

The Billeting Technician supports the daily operation of the Camp Beauregard lodging and billeting program. This position provides front desk, reservation, guest service, payment processing, room status tracking, housekeeping coordination, inventory support, and maintenance reporting functions. The position helps ensure lodging rooms and facilities remain clean, serviceable, properly accounted for, and available to support military personnel, official travelers, state employees, authorized guests, and mission-related lodging requirements. Receives, enters, updates, and manages lodging reservations through phone calls, walk-ins, online requests, and email inquiries. Reviews room availability, confirms guest information, assists with lodging questions, and provides customer service support to guests before, during, and after their stay. De-conflicts reservations to prevent overbooking and ensures room assignments are accurate and properly documented. Conducts guest check-in and check-out procedures in accordance with lodging procedures. Processes guest payments using approved payment methods and ensures correct room rates are applied, including official duty, IDT, AT, GSA per diem, unofficial, and other authorized rate categories as applicable. Maintains accurate records of transactions, room occupancy, and guest status. Prepares and prints daily housekeeping reports. Receives and inputs end-of-day housekeeping reports into the lodging reservation system to verify room status. Conducts or assists with quality control checks of rooms prior to guest occupancy to ensure cleanliness, readiness, and serviceability. Coordinates with housekeeping staff to identify rooms requiring cleaning, follow-up, or corrective action. Prepares billeting binders and guest information packets for after-hours arrivals. Receives and responds to after-hours calls regarding guest issues, room access, reservation concerns, or lodging-related problems. Ensures guest issues are documented and routed to the appropriate supervisor or support personnel when additional action is required. Identifies facility maintenance issues and submits work orders as needed. Places rooms out of service when maintenance deficiencies, safety concerns, or housekeeping issues prevent occupancy. Tracks open maintenance concerns, follows up on work orders, and updates lodging records to ensure room availability is accurate. Monitors lodging supplies, guest support items, and assigned inventory. Follows up on orders and supplies, checks inventory levels, and reports shortages or replacement needs to supervision. Maintains maintenance logs, reservation records, payment documentation, occupancy records, and onlon-linee tracking systems related to lodging operations. Performs other related duties as assigned in support of Camp Beauregard lodging operations, facility readiness, customer service, and mission support requirements.

POSITION QUALIFICATIONS:

Possess knowledge of lodging, billeting, hotel front desk, or customer service operations. Ability to operate lodging reservation systems, payment systems, office equipment, and related tracking platforms. Ability to receive, enter, verify, and maintain accurate reservation, occupancy, payment, maintenance, and inventory records. Ability to apply correct room rates based on guest status, travel purpose, and authorized lodging categories. Ability to communicate clearly and professionally with guests, supervisors, coworkers, maintenance personnel, housekeeping staff, and other installation personnel. Ability to identify maintenance, housekeeping, safety, or serviceability concerns and report them through the proper channels. Ability to manage multiple tasks while maintaining accuracy, professionalism, and customer service standards. Ability to work independently and as part of a team in a lodging or front desk environment. Basic knowledge of inventory control, supply tracking, and records management procedures. Ability to handle guest concerns, after-hours issues, and routine lodging problems with professionalism and sound judgment. Ability to maintain confidentiality of guest information, payment information, and lodging records.

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 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. Ceann Jackson
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: ceann.j.jackson.nfg@army.mil

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