



STATE OF LOUISIANA
invites applications for the position of:
Operations Specialist 1, 2 or 3 *Temporary
#50679677
An Equal Opportunity Employer

ANNOUNCEMENT NO. 107-2024

OPENING DATE: July 16, 2024

CLOSING DATE: Open Until Filled

SALARY:

MA-614 / \$38,230 - \$75,026 annually

MA-615 / \$40,914 - \$80,267 annually

MA-616 / \$43,784 - \$85,883 annually

JOB TYPE: Unclassified, Temporary

LOCATION: LMD-HQS, Jackson Barracks, New Orleans, LA

***Temporary Appointment not to exceed two years.**

****The level at which the vacancy is filled will be determined by the qualifications of the candidate selected.***

BENEFITS:

Insurance: Medical & Optional Dental & Vision

Paid Holidays: 10 days per year, additional holidays may be proclaimed.

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



LMD-HQS

Jackson Barracks



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

POSITION DESCRIPTION:

Accompany the Director on official state duties, which may include overnight travel. Provide protocol assessments and support for travel and key events. Build and maintain travel books and monitor the Director's itinerary to remain on schedule. Present a professional appearance and bearing among senior leaders and elected officials. Operate and maintain state vehicles, including accurate logbook entries. In the absence of the executive secretary, receive calls and relay messages effectively. Assists in the preparation and review of correspondence, PowerPoint presentations, and other briefing materials. Assists in the logistical support of meetings, coordinating VTCs and Teleconferences, and setting up conference areas. Takes detailed notes and submits meeting minutes as directed. Independently achieve objectives and adhere to established guidelines with minimal supervision. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Position will work with Louisiana National Guard Members during Emergency and Non-Emergency events. Army Green Service Uniform is preferred. Proficiency in Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook) is required.

GENERAL: 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. Periodic travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

OTHER REQUIREMENTS: Must meet physical requirements to perform functions of the position. Must attend/complete all 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:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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 4:00 p.m. CST:

Charlie Gandy
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, LA
E-mail: charlie.a.gandy.nfg@army.mil
Office: (225) 319-4950