



LOUISIANA MILITARY DEPARTMENT

LANG-JB, Jackson Barracks, New Orleans, LA

Office Manager 1, 2, or 3

#50354649

ANNOUNCEMENT NO. 064-2026

OPENING DATE: April 09, 2026

CLOSING DATE: April 23, 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.

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

Excellent computer skills, must be proficient in Microsoft Office, to include Word, Excel, and Power Point. Must be able to receive a material list from work orders and submit to vendors for pricing. Must have excellent office skills to include filing, organizing, answering phone calls, and scheduling meetings. Phone lines are to be monitored during normal duty hours, must be able to operate multi-line phones. Will maintain Facility Engineer work order database along with the MAINT X system, inputting work orders immediately after receiving. Close work orders once complete, preparing and printing all associated reports. Responsible for ISR data collection and input quarterly. Required to create and maintain an AKO ISR account. Must maintain organization of blueprints and maintenance manuals. Employee will hand receipt blueprints, manuals, etc. as they are needed by other organizations. Will update and maintain matrix for ordering, maintaining, and securing office supplies. Report and keep up to date equipment maintenance records for all Facility Engineer employees. Prepare travel authorizations, vouchers and request lodging accommodations IAW PPM 49. Maintain and distribute Louisiana Military Department (LMD) and Jackson Barracks (JB) policies and procedures and certification that employees have read and understand. Assist in organizing and preparation for outside Events scheduled at Jackson Barracks. Perform all other duties assigned.

POSITION QUALIFICATIONS:

Excellent computer skills, must be proficient in Microsoft Office, Word, Excel, and Power Point. Must be able to articulate in a professional manner, attend safety meetings. Must have advanced knowledge of the office policies and procedures. Ability to work independently with general guidance to meet objectives and establish guidelines.

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

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