



# LOUISIANA MILITARY DEPARTMENT

LANG-GL, Gillis W. Long Center (Carville, LA)

MWR Clerk - Temporary (\*Part-Time)

# 50675619 - 50408883

**ANNOUNCEMENT NO.**084-2026

**OPENING DATE:** May 26, 2026

**CLOSING DATE:** June 09, 2026

**\*SALARY:**

**MA-607** \$13.00 Hourly

## 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.

\*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:

Operate a cash register to include sales, returns and exchanges. Must be able to make correct change. Replenish all containers and condiments used by patrons. Daily re-stocking of all coolers (sodas, beer, food, ice cream). Daily cleaning of store and sometimes removing trash to dumpster. Monthly inventory counts of all products sold. Wait on customers and work pleasantly with the public. Complete all end of day paperwork properly. Must inform supervisor of all telephone and address change. Must always respond/treat all tenants'/customers' requests with professionalism and courtesy. Performs all other duties as assigned.

## POSITION QUALIFICATIONS:

- Must possess a high school diploma.
- Must be able to lift 35 lbs
- Must be able to obtain a LA servers permit to sell Alcohol and Tobacco.
- Must be available to work weekends.
- Must be available to always report to duty during emergency or disaster situations.

## 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:

Ms. Tracey S. Rabalais  
LMD-HR (JCP - Gillis W. Long Center)  
5445 Point Clair Road, Carville, LA 70721  
Email: [tracey.s.rabalais.nfg@army.mil](mailto:tracey.s.rabalais.nfg@army.mil)