



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Camp Minden, Minden, LA

Administrative Technician 3

50317645



ANNOUNCEMENT NO. 152-2026

OPENING DATE: August 20, 2026

CLOSING DATE: Open Until Filled

***SALARY:**

MA-611 \$31,221 - \$37,461

*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.

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

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Responsible for answering the main Counseling Department telephone numbers, transferring calls and/or taking messages as necessary, as well as providing parents/guardians with answers to basic questions. Responsible for monitoring and maintaining an adequate amount of supplies regularly used by the Counseling Department as well as special supplies needed for specific events. Responsible for/assists with compiling mail-outs for Acceptance Packets, ACT letters, Graduation Dance, letters, Career Day Invitations and other mail-outs as needed. Prepares letters for Verification of Enrollment/Verification of Termination from the program as requested by parents/cadets/outside agencies. Responsible for printing letters submitted for cadets via email or designated app. Distributes daily correspondence to counselors from mail room. Input Cadet applications into the YCP Database for all Cadets entering each cycle. Processes address/telephone number changes and changes to other pertinent information in the YCP Database to ensure accurate, up-to-date information is available. Tracks and processes all important application documentation to include birth certificates, social security cards and parental consent forms. Tracks and processes all Counseling Department Core Component Documentation. Tracks and processes all Out-Processing forms. Receives daily counseling schedules from all Counselors, compiles this information and transmits the Counseling Department Schedule to all departments/staff involved to coordinate services provided.

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

POSITION DESCRIPTION CONT:

Coordinates with other Administrative Technicians at YCP to ensure that all agency telephones are answered in a timely manner. Responsible for upkeep of all Counseling Department bulletin boards. Assists in coordinating a weekly schedule of cadets to see the Contract Medical Psychologist for initial evaluations and follow-up visits, ensuring a smooth flow of appointments. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Experience with Microsoft Word and Excel. Must have good oral communication skills.

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. Amanda Adams
LMD-HR (Camp Minden)
100 Louisiana Boulevard, Minden, LA 71055
amanda.l.adams72.nfg@army.mil