



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Camp Minden (Minden, LA)

Office Manager 1, 2, or 3

50317641



ANNOUNCEMENT NO. 175-2026

OPENING DATE: October 02, 2026

CLOSING DATE: October 09, 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.

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

JOB TYPE: Unclassified

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

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:

Monitoring multi-line phone 0730 - 1600, including coordination for phone to be monitored when out of the office; directing callers and taking complete messages for and supporting all staff. Attend and take minutes at weekly staff meeting. Maintain designated level of office supplies. Ensure copiers have supplies and are running properly. Maintain and update telephone directory to staff offices. Maintain and update employees' personnel files to include: contact information, emergency data, personnel actions, and Personnel Evaluation Reviews (PERS). Maintain and update employee information in program's database. Review and Maintain Cadet Core Component Files. Timekeeper duties to include: collecting all time and attendance documentation to submit to Human Resources for all departments. Prepare and submit time and attendance changes and adjustments to Human Resources when needed. Prepare and issue all mail outs for cadets' parents/guardians regarding director's informational letters, Family Days, Passes, and Graduation. Break down cadet roster for current class according to State Senators, Representatives, Congressmen, and US Senators districts to be used in creating letters notifying them of who will be graduating from the Youth Challenge Program in their district. Notify School Boards which cadets are from their parishes and notify them again of each cadet's dismissal or graduation to include whether or not a GED was received. Graduation preparation to include: creating and mailing out invitations to VIPs, prepare and print graduation programs, and cadet certificates. Prepare Form 1's for personnel actions. Attend training classes (safety, driver, etc.) as required for State employment. Adhere to State Military Department Policies and Procedures. Perform any other duties as assigned.

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

POSITION QUALIFICATIONS:

Working knowledge of Microsoft Word, Excel, PowerPoint, Access, and Outlook. Must type 50 words per minute. Must have superior phone etiquette. Ability to work and communicate effectively with peers, superiors, and subordinates. Must be available to 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:

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