



BOBBY JINDAL  
GOVERNOR

State of Louisiana  
Governor's Office of Homeland Security  
and  
Emergency Preparedness

MARK A. COOPER  
DIRECTOR

**POSITION ANNOUNCEMENT- Internal**

**Closing date: Friday May 13, 2011 @ 4:00 P.M.**

**Title:** Administrative Assistant 5  
**Section/Division:** Management/Disaster Recovery  
**Status:** Unclassified State Employee  
**Salary Range of Position:**

<u>Minimum</u>	<u>Maximum</u>
\$31,678	\$66,685

**QUALIFICATIONS:**

Minimum

Four years of professional level experience in which Administrative Assistance was a major duty.

Substitutions

Training in a business, office machines, secretarial science, or closely related curriculum in a business school or technical institute will substitute for the required experience on the basis of one month of full-time training for one month of experience.

Completion of a Secretary, Executive Assistant, or Office Systems Technology program of at least twelve months duration from a business school or technical institute will substitute for two years of the required experience. All training must have been resident study.

An Associate Degree in secretarial science or office administration will substitute for three years of the required experience.

A baccalaureate degree in any field will substitute for four years of full-time work experience.

A master's degree may be substituted for an additional two years of the required experience.

Additional Information

Must be able to work 12 hr shifts and beyond for extended periods during emergencies. Must present and maintain a valid driver's license.

**JOB CONCEPTS:**

Function of Work

To serve as an advanced level Administrative Assistant to the Deputy Director of Disaster Recovery. Must be able to perform duties independently and exercise a high degree of independent judgment and initiative in determining the approach/action to take in non-routine situations.

Level of Work

Intermediate

Supervision Received

General from an administrator or executive of the agency served.

Supervision Exercised

May supervise 1-2 lower-level personnel.

**EXAMPLES OF WORK:**

- Performs administrative support activities such as maintaining files and central records, time keeping, printing and duplicating services, security, purchasing of supplies and equipment, warehousing, and preparation of payroll.
- Arrange travel schedule and reservations for management.
- Prepares materials needed for meetings, such as agendas, handouts, binders, etc.
- Serves as support and handles request for information from outside entities, to include local, state and federal officials.
- Communicate and handle incoming and outgoing electronic communications on behalf of agency executives.
- Assist with the preparation of presentation materials.
- Maintain complex and dynamic calendar.
- Review correspondence and receive telephone calls related to the most sensitive and confidential matters and determine appropriate action to be taken.
- Interprets departmental policies and procedures for staff members and the general public.
- Conducts special projects, such as organizing charity drives, organizing conferences or coordinating facility maintenance.
- Prepares materials needed for meetings, such as agendas, handouts, binders, etc.
- May attend meetings and transcribe minutes.
- May attend meetings in lieu of the Deputy Director or equivalent high-level staff.
- Interface with elected and appointed officials at the local, state and federal levels and with senior management at large national corporations.

**Important Notes:**

If an applicant is placed on the list of referred candidates, he/she will be asked to submit a resume' and a cover letter. The applicant will receive an email communication asking for the documents and will be given a timeframe in which to submit the documents. Failure to submit the documents in the timeframe given may result in the applicant not being considered for employment. Please be certain to use an email address on the application submitted that is accessed often. Applicants are also welcome to attach these items to the application packet as they apply at [www.civilservice.la.gov](http://www.civilservice.la.gov). This position will be filled by an internal applicant applying to this posting or by one of the applicants placed on the list of eligible for the La Careers posting titled "Executive Assistant-GOHSEP-012411-AW". If invited to interview, an impromptu skills assessment will be conducted.

**Benefits:**

Louisiana State Government represents a wide variety of career options and offers an outstanding opportunity to "make a difference" through public service. With an array of career opportunities in every major metropolitan center and in many rural areas, state employment provides an outstanding option to begin or continue your career. As a state employee, you will earn competitive pay, choose from a variety of benefits and have access to a great professional development program.

**Flexible Working Arrangements** – The flexibility of our system allows agencies to implement flexible working arrangements through the use of alternative work schedules, telecommuting and other flexibilities. These arrangements vary between hiring agencies.

**Professional Development** - The Comprehensive Public Training Program (CPTP) is the state-funded training program for state employees. Through CPTP, agencies are offered management development and supervisory training, and general application classes on topics as diverse as writing skills and computer software usage.

**Insurance Coverage** – Employees can choose one of several health insurance programs ranging from an HMO to the State's own Group Benefits Insurance program. The State of Louisiana pays a portion of the cost for group health and life insurance. Dental and vision coverage are also available. More information can be found at [www.groupbenefits.org](http://www.groupbenefits.org).

**Deferred Compensation** – As a supplemental retirement savings plan for employees, the State offers a Deferred Compensation Plan for tax deferred savings.

**Holidays and Leave** – State employees receive the following paid holidays each year: New Year's Day, Martin Luther King, Jr. Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. Additional holidays may be proclaimed by the Governor. State employees earn sick and annual leave which can be accumulated and saved for future use. Your accrual rate increases as your years of service increase.

**Retirement** – The Louisiana State Employees Retirement System (LASERS) is a qualified defined benefit pension and retirement plan under Section 401 (a) of the Internal Revenue Code. LASERS' provides retirement allowances and other benefits for state officers and employees and their beneficiaries. Additional information on this program can be found at [www.lasersonline.org](http://www.lasersonline.org).