

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML151006**

OPENING DATE: October 19, 2016 CLOSING DATE: November 1, 2016

LOCATION: WV National Guard Armory, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative/Operations Clerk 4

WORKING TITLE: Mobile Distance Learning Administrator

SALARY RANGE: \$28,128 - \$41,508

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications for Employment may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000 or www.wvang.af.mil/hro.jobs.

NATURE AND SCOPE OF WORK

Under general supervision, performs complex clerical and administrative support and technical work in support of the video conferencing (VTC) distributed learning classes conducted by the WV National Guard. Position is responsible for scheduling and administrative support of the mobile Distance Learning Classroom center. Considerable statewide travel required (up to 75% of the work time). Specific responsibilities include (1) complete the Information Assurance Required distance learning training, (2) complete training on Video Conferencing (VTC) equipment in classrooms and mobile classroom; (3) conduct basic troubleshooting procedures for computer and VTC issues in assigned locations; (4) report equipment to the Distributed Learning (DL) Information Technology section; (5) report office and mobile classroom supplies issues to State DL Manager; (6) collect required information for all classroom and mobile classroom use (meetings, computers, etc.); (7) scan and forward usage sheets to DL Central Office; (8) assist with various training (computer basics, internet research techniques, etc.) for soldiers and families as requested; (9) ensure cleanliness of the DL classroom; (10) ensure classroom equipment is prepared for requested training; (11) distribute various marketing materials and class announcements to users; (12) must have basic computer skills and ability to operate Microsoft programs; and, (13) must be able to work days, weekends and evenings. In addition,

this position is responsible for assisting the Distributed Learning Information Technology section in performing equipment and software upgrades and resolving network issues. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of English grammar, basic office procedures and Microsoft software programs; basic computer network operations and repair.

Skill in the use of personal computers and office automation software.

Ability to prepare accurate records and reports; to perform basic troubleshooting procedures for personal computers and video teleconferencing equipment; to install network cable and computer hardware and software upgrades; to maintain effective working relationships with military personnel and their families and the general public, DL class participants and DL staff; and, to communicate effectively, orally and in writing.

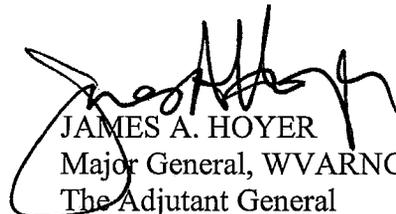
MINIMUM QUALIFICATIONS

TRAINING: High school diploma or equivalent.

EXPERIENCE: Three years of full-time or equivalent part-time clerical or office automation support work or equivalent military training.

SPECIAL REQUIREMENTS

1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF DEPARTMENT OF DEFENSE FUNDING.
2. THIS POSITION FALLS UNDER THE WEST VIRGINIA CONSOLIDATED PUBLIC RETIREMENT SYSTEM.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON -MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANYTIME WITHOUT CAUSE.


JAMES A. HOYER
Major General, WVARNG
The Adjutant General