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

POSITION VACANCY ANNOUNCEMEN
ANNOUNCEMENT NUMBER: ML160702

OPENING DATE: July 15, 2016 **CLOSING DATE: July 28, 2016**

LOCATION: Mountaineer ChalleNGe Academy, Camp Dawson, Kingwood, WV

JOB TITLE: West Virginia Military Authority Administrative / Operations Clerk 4 #6006

FUNCTIONAL TITLE: MCA Administrative Clerk

SALARY RANGE: $27,624 - $41,004

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

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcement/default.html.

NATURE AND SCOPE OF WORK

The person in this position receives supervision from the Deputy Director. The purpose of this position is to provide administrative support to the Mountaineer Challe*NG*e Academy. The Academy is a state program that supports the 8 Core Components of the National Guard Youth ChalleNGe Program. The predominant tasks require the understanding of the broader scope of the Academy work function, and require an ability to apply job knowledge or a specific skill to a variety of related tasks requiring multiple steps and decisions. An Administrative Clerk performs clerical tasks calling for the interpretation and application of office procedures, rules and regulations. Tasks include posting information to logs, checking for completeness, preparing and maintaining documents, operating office machines, and calculating financial information. Working with the public and business, which are usually informational and intergovernmental, are a significant responsibility. The general duty day for this position is, Monday – Friday, with some evenings and weekends, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assist in determining administrative requirements and maintaining accurate, up-to-date records.
2. Prepare correspondence, reports, documents, and files required to conduct business.
3. Maintain accurate and up-to-date records; process, sort and file documents numerically, alphabetically or according to other predetermined classification criteria; review files for data and collects statistics.
4. Enter data and develop reports in the database as required for program evaluation.
5. Demonstrate excellent customer service skills in a professional manner.

6. Meet deadlines and track assignments.
7. Operate office equipment including computers.
8. Receive, sort and distribute incoming and outgoing mail.
9. Collects, receipts, counts and deposits funds-as needed.
10. Assist with the in-processing and out-processing of activities.
11. Assist in preparing and implementing ceremonies and activities: orientations, graduations, receptions, award ceremonies, open house, Career or Military Day, special training, etc.
12. Assist with job announcements, scheduling interviews, and in-processing new employees.
13. Assist with budget management and funding accountability.
14. Assist with the processing of confidential data such as personal identifiable information, medical, history, financial matters, etc.
15. Support the functional areas of the program, by assignment: Management, Admissions, Education, Post Residential, Medical, Food Service, and Logistics.
16. Must have valid driver's license, pass a criminal background check and pass drug screenings.
17. Must be physically capable of participation in Academy requirements including, but not limited to: classroom instruction, Acclimation, field trips, bus rides, sporting events, operating a 15 passenger van, 16-hour work days, and lifting up to 40 lbs of materials or equipment.
18. Must travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of safe handling procedures of equipment and supplies.
2. Knowledge of transportation and shipping methods.
3. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
4. Knowledge of office management.
5. Knowledge of business English, spelling and arithmetic.
6. Skill set in Microsoft Office package – Word, Excel, Access, PowerPoint.
7. Skill to develop and manage office correspondence.
8. Skill to prepare a variety of documents from verbal instructions, written or voice recorded dictation.
9. Skill to effectively and professionally communicate with the public.
10. Ability to understand and follow oral and written instructions.
11. Ability to answer telephones, take messages and complaints, route calls, answer general information questions.
12. Ability to operate office equipment such as computers, FAX, copiers, calculators, etc.
13. Ability to establish and maintain effective working relationships with Cadets, families, and co-workers.

MINIMUM QUALIFICATIONS

TRAINING: High School Diploma or high school equivalence (GED or TASC)

EXPERIENCE: Two (2) years of full-time or equivalent part-time paid experience in office work or clerical and administrative support in one or more of the following areas: payroll, data processing, determining administrative requirements, preparing correspondence, reports, and documents or other experience as appropriate.

SUBSTITUTE: College hours, related business school, or vocational training may be substituted for the required experience.

SPECIAL REQUIREMENTS

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. 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.
5. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General