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

**POSITION VACANCY ANNOUNCEMENT**
ANNOUNCEMENT NUMBER: ML160805

OPENING DATE: August 16, 2016 CLOSING DATE: August 29, 2016

**LOCATION:** West Virginia National Guard, USPFO, Buckhannon, Upshur County, WV. May be required to perform temporary special duty assignments at West Virginia National Guard facilities and training exercises or deployments at other locations in the State.

**JOB TITLE:** Military Security Specialist 2

**SALARY RANGE:** $36,564 - $54,684

**How to Apply:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000 within the above vacancy announcement dates.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25305-1085.

**The purpose of this job announcement is to develop a list of eligible applicants to fill current and future temporary positions for regular employees who are deployed or otherwise reassigned for temporary duty at another location. The positions are full-time temporary with benefits.**

**NATURE AND SCOPE OF WORK**

Primary function of this job is to lead and provide base security at the West Virginia National Guard Army Training Site (ATS) at USPFO and at other West Virginia National Guard facilities in the State. Leads and performs assigned work as entry control point sentry, roving motor or foot patrol or to a specialized security detail as directed or assigned. Work requires assignment to rotating shifts, weekends and holidays. Works in inclement weather and extreme temperatures and on variable terrain. Occasional travel throughout the State may be required. Temporary duty assignments in other locations in the State may be required. Performs related work as required.

**Note: This position has no law enforcement authority. This is a non-critical sensitive position requiring employee to maintain eligibility for a security clearance and is subject to random drug testing. Must meet requirements for bonding to carry a weapon if needed in performance of assigned duties. Applicants must be able to meet minimum standards set forth in Army Regulation 190-56 under Section 2.3 (Qualification standards), Chapter 3 (Individual Responsibility Program), and pass Physical Agility Test as set forth in Appendix D as a condition of Employment.**

**Will be required to provide a sports physical during the interview.**
**Will be required to purchase name tapes and rank for uniforms.**
**Will be required to sew on patches to assigned uniforms.**

## EXAMPLES OF WORK

Leads and performs physical security, access control, protection of property and force protection within the jurisdiction of the West Virginia National Guard; independently or with other assigned security personnel, leads and performs assigned tasks at fixed post, on roving mobile or foot patrol or other assignments as directed.

Leads Military Security Specialist personnel in control access and checks identification of persons entering and leaving Army Training Site property or other assigned locations; ensures proper checks of vehicles and other equipment entering and leaving base; maintains integrity of assigned posts and areas; remains at assigned post until properly relieved and inventoried.

Ensures the proper documentation of radio communications with base station and roving patrols; promptly contacts local law enforcement and emergency personnel as required.

Prevents, detects and reports physical security violations; conducts preliminary investigation of trespassers.

Oversees the proper reporting of all security and personnel safety and property protection matters and all routine and extraordinary events, situations and circumstances promptly and accurately using established procedures, forms, checklist, memoranda and correspondence.

Leads and directs traffic, maintains roadblocks, blocks off areas and parking lots for special occasions as prescribed by assignment and instructions.

Ensures proper use and maintenance of physical security equipment and tools including vehicles, vehicular and portable radios, batons, Kevlar helmets, equipment belts and other equipment as assigned.

Assists other physical security, law enforcement personnel and military authorities as required.

Leads the operation of the security unit on assigned shift; leads the development of unit policies and procedures.

Leads and participates in scheduled training programs and Watch briefing at shift change.

Ensures cleanliness of assigned workspaces and equipment.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to supervise the work of other security personnel; to learn and train others on Department of Defense, Department of the Army, State and National Guard and Department of Homeland Security regulations and procedures relating to security; to learn and train others on specialized operating requirements, methods and procedures used in safeguarding State or national defense sites; to read, write and speak the English language in order to perform required communication and to ensure prompt and courteous interaction with the National Guard community and the public; to successfully complete security training; to stand both inside and outside fixed posts in all extremes of weather and temperature for extended periods of time; to work long hours alone under varying conditions; to remain alert at all times and to act quickly and calmly in emergencies; to interact with the National Guard community and the public in a courteous, tactful manner; to operate a telephone console and portable radios; to prepare clear, concise incidents report; to walk and patrol assigned areas.

**MINIMUM QUALIFICATIONS**

**TRAINING:** High school graduation or equivalent.

**EXPERIENCE:** Two years of full-time or equivalent part-time paid employment in law enforcement, security guard or controlling entry into and providing internal control in restricted areas.

**SUBSTITUTION:** Completion of criminal justice, law enforcement or related training from a accredited college or university or military training may substitute for the required experience through an established formula.

**SPECIAL REQUIREMENTS:**

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED DEPARTMENT OF DEFENSE FUNDING.

2. THIS POSITION FALLS UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS).

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.

5. POSITION REQUIRES SECRET SECURITY CLEARANCE.

6. POSITION REQUIRES CURRENT STATE ISSUED DRIVERS LICENSE.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General