

WEST VIRGINIA MILITARY AUTHORITY 1703  
COONSKIN DRIVE  
CHARLESTON, WV 25311

POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML160508

OPENING DATE: May 19, 2016

CLOSING DATE: June 3, 2016

LOCATION: The Construction & Facilities Management (CFMO) Office, 1707 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative/Operations Assistant 3

FUNCTIONAL TITLE: CFMO Staff Paralegal

AREA OF CONSIDERATION: Statewide

PAY GRADE: 8

Starting Salary: \$36,564 - \$54,684

**HOW TO APPLY:** Applicants 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 by the closing date listed above.

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

### Nature of Work

Under general supervision and in a lead capacity, performs as a paralegal and plans, assigns and reviews the work of Paralegals in a legal setting. The work involves conducting research of legal sources such as statutes, regulations, military regulations, legal opinions and related documents necessary for briefs, memos and information papers. Works with military personnel on a daily basis in regard to military legal issues. Under administrative direction, manages an organizational unit providing administrative and support services (i.e., purchasing, personnel, business operations, etc.) in a division where operations, policy, work processes, and regulatory requirements of the unit are predictable and stable. Involves the supervision of professional, technical, and clerical employees. The scope of responsibility includes planning the operations and procedures; directing the work of employees; developing employees; evaluating unit operation military and state; researching new procedures and improvements; interpreting statutes, regulations and policies. Performs related work as required.

### Examples of Work

1. Plans, assigns and reviews the work of Paralegals and other clerical staff.
2. Performs work as a Paralegal.
3. Assures the timely completion of the work of the unit.

4. Interacts effectively with attorneys and other military staff in planning and reviewing unit activities.
5. Researches legal sources such as statutes, military regulations and policies and legal Codes for resolution of legal issues.
6. Keeps abreast of changes in agency or departmental laws, rules and regulations as well as state, federal, military and local laws relating to the area of assignment; relates changes to unit staff.
7. Collects and summarizes information from books and periodicals for review by a responsible administrator or counsel.
8. Composes complex correspondence, orders and other legal documents. Prepares legal documents as requested on legal issues presented.
9. Monitors the movement of pending legislation in order to answer questions for departmental or agency personnel and aids in preparation of new or additional legislation.
10. Directs the daily operations of the office.
11. Develops and implements operating procedures within regulatory and statutory guidelines; develops and approves administrative forms and procedures.

Evaluates the operations and procedures of the unit for efficiency and effectiveness. Determines need for training and staff development and provides training or searches out training opportunities.

Assists in the development of the division and/or agency budget for personnel services, supplies, and equipment.

Researches professional journals, regulations, and other sources for improvements to agency and unit programs and procedures.

Compiles a variety of data related to the operation of the unit and/or the agency. Researches state or military statutes, regulations and policies to staff, other military members, and the public.

Prepares reports reflecting the operational status of the unit and or agency programs.

### **Knowledge, Skills and Abilities**

Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedure in West Virginia and in the military.

Knowledge of and ability to effectively utilize the English language. Knowledge of legal citations.

Ability to gather and interpret pertinent statutory and regulatory provisions and present findings in a logical and persuasive written form.

Ability to lead personnel engaged in paralegal and clerical duties. Ability to understand governmental organization and operation.

Knowledge of the principles and techniques of management, including organization, planning, staffing, training,

budgeting, and reporting.

Knowledge of state government organization, programs and functions. Knowledge of state legislative processes.

Knowledge of federal, state, military and local government laws as they relate to the program, mission and operations of the unit and/or department.

Ability to plan, direct, and coordinate the program and administrative activities of the unit.

Ability to supervise others.

Ability to evaluate operational situations, analyze data and facts in preparation for administrative and policy decisions.

Ability to establish and maintain effective working relationships with other government officials, employees, and the public.

Ability to present ideas effectively, both orally and in writing.

### **Minimum Qualifications**

#### **TRAINING:**

Graduation from an accredited college or university with a degree in the area of assignment as a paralegal.

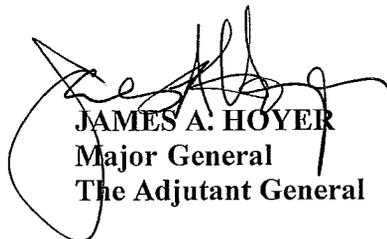
**EXPERIENCE:** A minimum of five years of experience as a paralegal or comparable role.

**SUBSTITUTION:** Additional qualifying experience as described above may be substituted for the required training.

Applicant must submit a writing sample with application that is lengthy enough for the reader to evaluate writing capabilities.

#### **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 CAN BE TERMINATED AT ANYTIME WITHOUT CAUSE.

  
**JAMES A. HOYER**  
Major General  
The Adjutant General