

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160911**

OPENING DATE: September 28, 2016 CLOSING DATE: October 12, 2016

LOCATION: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative/Operations Assistant 1

SALARY RANGE: \$30,012- \$44,700

How to Apply: Anyone interested in applying this position must submit a **completed West Virginia Military Authority Employment Application and resume** before the closing date listed to WV Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000.

Applications may be obtained from the WV Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

NATURE AND SCOPE OF WORK

Under general supervision, performs administrative support and clerical work in the Operations division of the WV Military Authority in relation to the State Department of Environmental Protection Grant. Work requires the application of modern office procedures and the use of personal computer and related databases, office automation software and spreadsheets in the daily activities. Gathers and computes information for grants, special projects and related functions. Supports the Federal and State missions of the WV National Guard through the performance of complex accounting and administrative support work relating to grants. Interacts with WV Military Authority units, other state agencies, and public and private companies. Assists in the development of office procedures and in resolving operational problems. Assists other employees or performs back-up work as necessary. Occasional in-state travel for training purposes. Performs other duties as assigned.

EXAMPLES OF WORK

Develops position descriptions for new positions.

Track grant related personnel and purchases.

Monitors grant expenditures to ensure compliance.

Prepares detailed spreadsheets for personnel and equipment.

Prepare invoices for DEP grant.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the regulations, policies and procedures in the area of assignment.

Skill in the use of personal computer and related software packages such as Excel, Word, Access.

Knowledge of general office procedures and practices.

Knowledge of proper English grammar, punctuation and spelling.

Knowledge of arithmetic involving addition, subtraction, multiplication and division.

Ability to analyze office operational problems and devise appropriate solutions.

Ability to interact effectively with other employees, Officers and members of the WV National Guard.

Ability to communicate effectively with a wide variety of individuals, orally and in writing.

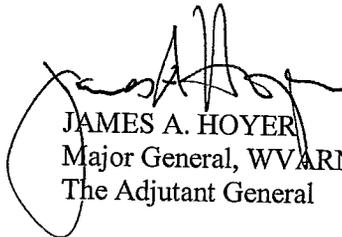
MINIMUM QUALIFICATIONS

TRAINING: Associate degree from an accredited four year college or university.

EXPERIENCE: Three years of full-time or equivalent part-time paid administrative support or clerical experience.

SPECIAL REQUIREMENTS

1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT.
2. THESE POSITIONS FALL UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES 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 ANY TIME WITHOUT CAUSE.
5. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General