

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

**ANNOUNCEMENT NUMBER ML221102**

**OPENING DATE: 16 NOVEMBER 2022**

**CLOSING DATE: 30 NOVEMBER 2022**

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**LOCATION: Mountaineer ChalleNGe Academy North, Kingwood, WV**

**WORKING TITLE: Centralized Recruiting Clerk MA-4**

**JOB TITLE: WVMA Administrative/Operations Clerk 4**

**SALARY RANGE: \$28,128 - \$35,500**

**NATURE AND SCOPE OF WORK**

The purpose of this position is to provide administrative support for centralized recruiting for both MCA North and South ChalleNGe programs. The person in this position receives supervision from the ARC. This Administrative Clerk performs multiple-step clerical tasks calling for the interpretation and application of office procedures, rules, and regulations. Tasks include posting information to logs, checking for completeness, typing a variety of documents. Use of standard set of commands, screens, or menus to enter, access and update or manipulate data. 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. Day-to-day tasks are routine, but initiative and established procedures are used to solve unusual problems. The steps allow the employee to operate with latitude of independence. Work is reviewed by the supervisor while in progress, randomly or upon completion. The general duty day for this position is Monday-Friday, with some evenings and weekends, requires limited travel. Performs related work and other duties as assigned.

**EXAMPLES OF WORK**

1. Prepare correspondence, reports, documents, and files required to conduct business.
2. Assist with the in-processing and out-processing of activities.
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 collect statistics.
4. Monitoring of potential Cadet mailed applications.
5. Enter data and develop reports in the database as required for program evaluation.
6. Properly manages sensitive and confidential Cadet information.
7. Assist with budget management and funding accountability.
8. Assist with Academy website development and upkeep.
9. Insure that applications are complete, and the applicants meet the eligibility criteria.
10. Communicate professionally with the public.

**DUTIES AND RESPONSIBILITIES**

1. Assist in determining administrative requirements and maintaining accurate, up-to-date records.
2. Meet deadlines and track assignments.
3. Operate office equipment.
4. Demonstrate excellent customer service skills.

5. Assist in processing of confidential data such as personal identifiable information, medical history, financial matters, etc.
6. Compile records and reports for supervisor.
7. Complete phone interviews with all Applicants and schedule Applicant orientation.
8. Develop a summary of the application and make recommendations regarding eligibility for the programs.
9. Assist in preparing program applications and outreach materials.
10. Tracking program wide statistical information.
11. Coordinate with both programs for orientations, class calendars, opening day.
12. Must have valid driver's license, pass a criminal background check, and pass drug screenings.
13. Must be 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 workday, and lifting up to 40 lbs. of materials or equipment.

#### **KNOWLEDGE, SKILL AND ABILITY**

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, 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 a variety of documents from verbal instructions, written or voice recorded dictation.
8. Ability to understand and follow oral and written instructions.
9. Ability to answer telephones, take messages and complaints, route calls, answer general information questions.
10. Ability to operate office equipment such as computers, fax machines, copiers, calculators, etc.
11. Ability to establish and maintain effective working relationships with Cadets, families, and co-workers.

#### **TRAINING AND EXPERIENCE**

1. High School Diploma
2. 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.
3. Preference will be given for experience in recruiting, customer service or case management.
4. Substitution: 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. Must be able to pass a Tier 1 Federal background check.
6. Must agree to a pre-screen drug test.