

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML230218**

OPEN DATE: 03 February 2023

CLOSE DATE: 23 February 2023

LOCATION: Mountaineer Job Challenge Program, Camp Dawson, 1001 Army Road, King, WV 26537

JOB TITLE: MA Administrative/Operations Clerk 4

WORKING TITLE: MJCP Logistics Storekeeper

SALARY RANGE: \$28,128 - \$33,636

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia National Guard Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

The purpose of this position is to provide administrative support to the Mountaineer JOB Challenge Program. The person in this position receives supervision from the Program Manager. The Logistics Storekeeper performs multiple-step clerical tasks calling for the interpretation and application of office procedures, rules and regulations. The Logistics Storekeeper provides business management of the program purchasing and inventory and routine and emergency maintenance for facilities and equipment also. Tasks include posting information to logs, checking for completeness, typing a variety of documents and completing a variety of calculations. Use a 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 Program 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. Contacts are usually informational and intergovernmental. The general duty day for this position Monday -Friday, with some evenings and weekends, requires travel, and is subject to on-call status. Performs related work and other duties as assigned.

EXAMPLES OF WORK

1. Prepare correspondence, reports, documents, and files required to conduct business.
2. Develops and implements operating procedures within regulatory and statutory guidelines.
3. Maintains the Property Book for the Program.
4. Assist with the in-processing and out-processing of Students and staff.
5. 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.
6. Enter data and develop reports in the database as required for program evaluation.
7. Properly manage sensitive and confidential Student and Staff information.
8. Assist with budget management and funding accountability.
9. Use and management of purchasing card.
10. Communicate professionally with the public

11. Prepare supply requisitions, identify sources for supplies, solicit bids, and price quotations.
12. Manage supplies, storerooms, and warehouses. Maintain current inventory and property control.

DUTIES AND RESPONSIBILITIES

1. Assist in determining administrative requirements and maintaining accurate, up-to-date records.
2. Maintain Program administrative file system.
3. Operate office equipment.
4. Demonstrate excellent customer service skills.
5. Compile records and reports for supervisor.
6. Collects, receipts, counts and deposits funds as needed.
7. Assist in preparing and implementing ceremonies and activities: orientations, graduations, receptions, award ceremonies, open house, special training, etc.
8. Maintain accountability and inventory of equipment and supplies.
9. Maintain all department records and data IAW MJCP and NGB requirements.
10. Prepares reports reflecting the operational status of the program.
11. Maintain program accountability for real property, i.e. equipment, vehicles, etc.
12. Maintain facilities and coordinate safety, security, and repair measures for the Program.
13. Knowledge of safe handling procedures: appropriate transportation and shipping methods.
14. Ability to issue materials and equipment as requisitioned.
15. Must have valid driver's license, pass a criminal background check and pass drug screenings.
16. 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 workdays, and lifting up to 40 lbs of materials or equipment.
17. Must Travel and attend off-site training.

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, store, and dispose of PII.
4. Skills and experience with WV State purchasing procedures and policy.
5. Skill set in business operations, bookkeeping and budgeting.
6. Skill set in Microsoft Office package -Word, Excel, Access, PowerPoint.
7. Skill to develop and manage office correspondence.
8. Skills for inventory management and disposition.
9. Skills necessary to complete Fiscal Law, Ethics and WV State Purchasing training.
10. Skill to prepare a variety of documents from verbal or written instructions.
11. Ability to understand and follow oral and written instructions.
12. Ability to work with professionals in the MJCP process, not all co-located at the Program.
13. Ability to analyze and present operational situations and make recommendations for policies.
14. Ability to operate office equipment: computers, FAX, copiers, calculators, etc.
15. Ability to establish and maintain effective working relationships with Students, families, and co-workers.

TRAINING AND EXPERIENCE

1. High School Diploma or GED
2. Two (2) years of full-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, purchasing and inventory or other experience as appropriate.
3. Substitution: College hours, related business school, or vocational training may be substituted for the required experience.
4. Preferred: Graduation from an accredited four (4) year college or university with a major course work in the area of assignment or related field: Accounting, Business, or Public Administration.
5. Preferred: Experience with WV State Purchasing and Inventory procedures.

SPECIAL REQUIREMENTS

1. **Must comply with a pre-hire drug screen.**
2. As a condition of employment, MJCP employees are required to purchase and maintain uniform items, which must be worn when designated.
3. Position is contingent upon receipt of continued Department of Defense funding.
4. This position falls under the West Virginia Public Employees Retirement System (PERS).
5. 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.
6. Must be able to pass a criminal federal back-ground check.

Murray "Gene" Holt II, Director
West Virginia Military Authority