

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

**CIVILIAN JOB POSTING - 2 openings
ANNOUNCEMENT NUMBER: ML230509**

OPENING DATE: 22 May 2023 CLOSING DATE: 02 June 2023

**LOCATION: Mountaineer ChalleNGe Academy & Mountaineer Job Program, Camp Dawson,
Kingwood, WV**

JOB TITLE: West Virginia Military Authority Administrative / Operations Clerk 4

FUNCTIONAL TITLE: MCA Administrative Clerk/ Storekeeper

SALARY RANGE: \$28,128. - \$41,508.

How to Apply: Anyone interested in applying 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. You may email to ng.wv.wvarng.list.ma-hro@army.mil. **Applications must be received by close date.**

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE AND SCOPE OF WORK

The person in this position receives supervision from the Administrative Logistics Supervisor. The purpose of this position is to provide administrative support to the Mountaineer ChalleNGe Academy. The Academy is a state program that supports the 8 Core Components of the National Guard Youth ChalleNGe Program. 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. An Administrative Clerk / Storekeeper is a purchasing agent for the Academy and maintains the supplies and inventory. The Storekeeper performs clerical tasks calling for the interpretation and application of office procedures, rules and regulations. Tasks include posting information to logs, checking for completeness, preparing and maintaining documents, operating office machines, and calculating financial information. Working with the public and business, which are usually informational and intergovernmental, are a significant responsibility. The general duty day for this position is, Monday – Friday, with some evenings and weekends, requires limited travel, and is subject to on-call status. Performs related work and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manage supplies, storerooms, and warehouses.
2. Prepare supply requisitions, identify sources for supplies, solicit bid and price quotations.
3. Maintain current inventory and property control (accountability) for equipment and supplies; issue materials and equipment as requisitioned.
4. Use and manage a purchasing card.
5. Assist in determining administrative requirements and maintaining accurate, up-to-date records.
6. Prepare correspondence, reports, documents, and files required to conduct business.

7. Maintain accurate and up-to-date records; process, sort and file documents numerically, alphabetically or according to other predetermined classification criteria; develop reports for routine accountability and program evaluation; meet deadlines and track assignments.
8. Demonstrate excellent customer service skills and conduct professional business.
9. Receive, sort and distribute incoming and outgoing mail; demonstrate safe handling procedures for transportation and shipping.
10. Collects, receipts, counts and deposits funds-as needed.
11. Assist with the in-processing and out-processing of activities for Cadets and Staff.
12. Assist in preparing and implementing ceremonies and activities: orientations, graduations, receptions, award ceremonies, open house, Career or Military Day, special training, etc.
13. Assist with budget management and funding accountability.
14. Assist with the processing of confidential data such as personal identifiable information, medical history, financial matters, etc.
15. Support the functional areas of the program, by assignment: Management, Admissions, Education, Post Residential, Medical, Food Service, and Logistics.
16. Must have valid driver's license, pass a criminal background check and pass drug screenings.
17. 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 work days, and lifting up to 40 lbs of materials or equipment.
18. Must travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of safe handling procedures of materials, equipment and supplies.
2. Knowledge of transportation and shipping methods.
3. Knowledge of proper techniques to handle, record, store, and dispose of Personal Identifiable Information.
4. Knowledge of office and inventory management
5. Knowledge of business English, spelling, arithmetic.
6. Skill set with office equipment: telephones, FAX, copiers, calculators, computers and Microsoft Office package – Word, Excel, Access, PowerPoint.
7. Skill set in bookkeeping and basic accounting procedures.
8. Skill to develop and manage office correspondence
9. Skill to effectively and professionally communicate with the public.
10. Ability to understand and follow oral and written instructions.
11. Ability to answer telephones, take messages and complaints, route calls, answer general information questions.
12. Ability to establish and maintain effective working relationships with Cadets, families, and co-workers.

MINIMUM QUALIFICATIONS

TRAINING:

High School Diploma or high school equivalence (GED or TASC) Preference will be given for graduation (Associates, Bachelors or advanced degree) from an accredited college or university. Examples include but are not limited to: Management, Communication, Human Services, Business, Office Administration, Public Administration, etc.

EXPERIENCE:

One year of paid work experience, preferably in inventory or purchasing.

Position is a highly physical position.

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. 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. **A Pre-employment drug screen is mandatory.**
5. **Must be able to pass a tier 1 Federal Background check.**

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