

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

**VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML251002**

OPENING DATE: 1 October 2025 **CLOSING DATE:** open ended

LOCATION: Beckley Military Entrance Process Station, Glen Jean, WV.

JOB TITLE: MA Security Specialist 1

SALARY RANGE: \$36,000 - \$39,035

Note: The purpose of this job announcement is to develop a list of eligible applicants to fill current and future temporary positions for regular employees who are deployed or otherwise reassigned for temporary duty. The position is full-time temporary with benefits.

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment, copy of High School Diploma or GED Certificate, copy of valid Driver's License, and resume** to: West Virginia Military Authority, Attn. HR- Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-5000, or fax to 304-561-6321 or email to ng.wv.wvarng.list.ma-hro@army.mil

MA Applications for Employment may be obtained from the West Virginia Military website: <https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE AND SCOPE OF WORK

Primary function of this job is to provide base security at the West Virginia National Guard USPFO. Position serves as a Security Specialist capable of independent actions under limited or no supervision. Will be assigned as entry control point sentry, roving foot patrol or to a specialized security function as directed or scheduled. Work requires assignment to rotating shifts, weekends and holidays. Occasional travel throughout the State may be required. Performs related work as required.

Note: This position has no law enforcement authority. This is a non-critical sensitive position requiring employee to maintain eligibility for a security clearance and is subject to random drug testing. Upon applying for this position, a National Agency Check (NAC) will be conducted for criminal background screening. Applicants must have a favorable NAC

per the Lautenburg Amendment. Individuals convicted of domestic violence are not eligible for hire. Must meet requirements for bonding to carry a weapon if needed in performance of assigned duties.

EXAMPLES OF WORK

Responsible for maintaining physical security, access control, protection of property and force protection within the jurisdiction of the West Virginia National Guard; independently or with other assigned security personnel, performs assigned tasks at fixed post, on roving foot patrol or other assignments as directed.

Controls access and checks identification of persons entering and leaving USPFO Site property or other assigned locations; checks vehicles and other equipment entering and leaving base; maintains integrity of assigned posts and areas; remains at assigned post until properly relieved and inventoried.

Maintains and documents radio communications with base station and roving patrols; promptly contacts local law enforcement and emergency personnel as required.

Prevents, detects and reports physical security violations; conducts preliminary investigation of trespassers.

Reports all security and personnel safety and property protection matters and all routine and extraordinary events, situations and circumstances promptly and accurately using established procedures, forms, checklist, memoranda and correspondence.

Directs traffic, maintains roadblocks, blocks off areas and parking lots for special occasions as prescribed by assignment and instructions.

Properly uses and maintains physical security equipment and tools including vehicles, vehicular and portable radios, batons, Kevlar helmets, equipment belts and other equipment as assigned.

Assists other physical security, law enforcement personnel and military authorities as required.

Assists fully with the operation of the security unit; assists in the development of unit policies and procedures.

Attends and participates in scheduled training programs and Watch briefing at shift change.

Maintains cleanliness of assigned workspaces and equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to learn Department of Defense, Department of the Army, State and National Guard and Department of Homeland Security regulations and procedures relating to security; to learn

specialized operating requirements, methods and procedures used in safeguarding State or national defense sites; to read, write and speak the English language in order to perform required communication and to ensure prompt and courteous interaction with the National Guard community and the public; to successfully complete security training; to stand both inside and outside fixed posts in all extremes of weather and temperature for extended periods of time; to work long hours alone under varying conditions; to remain alert at all times and to act quickly and calmly in emergencies; to interact with the National Guard community and the public in a courteous, tactful manner; to operate a telephone console and portable radios; to prepare clear, concise incidents report; to walk and patrol assigned areas.

MINIMUM QUALIFICATIONS

TRAINING: High school graduation or equivalent. Preference may be given to those that have completed a criminal justice, law enforcement or related training from an accredited college or university or military training.

EXPERIENCE: One year of full-time or equivalent part-time paid employment. Preference will be given to employment in law enforcement, security guard or controlling entry into and providing internal control in restricted areas.

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). Members of the Teachers Retirement System (TRS) or Teachers Defined Contribution (TDC) may contact the West Virginia Consolidated Public Retirement Board, Capitol Complex, Building 5, Suite 1000, Charleston, WV 25305, Phone (304) 558-3570. The rule for transfer of retirement contributions depends on the applicant's current employment status.
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. This is a non-critical sensitive position requiring employee to obtain and maintain a SECRET SECURITY CLEARANCE.
5. Must pass a physical agility test within 30 days of hiring date and again each year.
6. Must pass a psychiatric evaluation during in-processing.
7. A pre-employment drug screen is required for employment.
8. Position requires compliance with AR 190-56 Army Civilian Police and Security Guard Program, par 4-5, weapons training, qualification will be conducted semiannually. Training and certification of Oleoresin Capsicum (OC), Taser and ASP(Baton) will follow the guidance published in the USAMPS reference TC 3-19.5 Non-Lethal Weapons training. Exposure to OC is mandatory under terms of employment. Taser exposure is not required for certification. These certification standards are contingent on the code within the AR190-56 Army Civilian Police and Security Guard Program.

Murray E. Holt II
Director, West Virginia Military Authority