

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML251105**

OPEN DATE: 18 November 2025

CLOSE DATE: 1 December 2025

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

JOB TITLE: MA Administrative/Operations Clerk 4

WORKING TITLE: Administrative Assistant

SALARY RANGE: \$30,678 - \$38,000

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.mahro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority 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. An 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 and calculating benefits. 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 functions, 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 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.

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 collects statistics.
4. Receive, sort and distribute incoming and outgoing mail.
5. Enter data and develop reports in the database as required for program evaluation.
6. Properly manages sensitive and confidential Student and Staff information.
7. 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. Compile records and reports for supervisor.
6. Assist with the processing of confidential data such as personal identifiable information, medical history, financial matters, etc.
7. Collects, receipts, counts and deposits funds-as needed.
8. Posting and advertising job announcements, scheduling interviews, and in-processing new employees.
9. Point of contact for Student families.
10. Assist in preparing and implementing ceremonies and activities: orientations, graduations, receptions, award ceremonies, open house, Career or Military Day, special training, etc.
11. Assist in preparing Program forms and documents, applications and outreach materials, newsletters and news releases as assigned.
12. Must have valid driver's license, pass a criminal background check and pass drug screenings.
13. 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.
14. 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. 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 and manage office correspondence.
8. Skill to prepare a variety of documents from verbal instructions, written or voice recorded dictation.
9. Ability to understand and follow oral and written instructions.
10. Ability to answer telephones, take messages and complaints, route calls, answer general information questions.
11. Ability to operate office equipment such as computers, FAX, copiers, calculators, etc.
12. 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: data processing, determining administrative requirements, preparing correspondence, reports, and documents or other experience as appropriate.
3. Substitution: College hours, related business school, or vocational training may be substituted for the required experience.

SPECIAL REQUIREMENTS

1. As a condition of employment, MJCP employees are required to purchase and maintain uniform items, 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. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.
6. A Pre-Employment drug screen is mandatory.
7. Must be able to pass a federal background check.

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