

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260718**

OPENING DATE: July 24 2026

CLOSING DATE: August 7, 2026

LOCATION: Joint Forces Headquarters, West Virginia National Guard, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative Operations Assistant 2

FUNCTIONAL TITLE: Human Resource Administration

SALARY RANGE: \$38,238 - \$57,452

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311 or you may email to ng.wv.wvarng.list.ma-hro@army.mil

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

NATURE AND SCOPE OF WORK

Under general supervision of the Military Authority Director of Operations, performs complex and sensitive administrative work in support of the Human Resource Office of the Military Authority. **Must be able to request information, complete data entry and create reports for a variety of wvOasis processes, as this will be the majority of daily tasks.** Responsible to effectively organize a variety of sensitive/confidential office records and to coordinate communications work with the other Human Resource personnel and support staff; to utilize office automation systems to prepare, edit and store documents and to develop effective routing systems for communication and correspondence; to analyze office support objectives based on effectiveness, efficiency and productivity; to be aware of office schedules, work processes, objectives and activities and action control functions in order to eliminate conflict, overlap and duplication; to foresee implied tasks and assists in preparing other materials/information and, to exercise good judgment and discretion in all work activities and communications. Occasional travel is required to outlying West Virginia Military Authority offices. Maintain a professional demeanor with a Military(DOD) members, National Guard Bureau (NGB) members, other State Agency personnel and the general public in all interactions.

EXAMPLES OF WORK

Collects data from employees and processes through wvOasis for tax, direct deposits, benefits, payouts and position adjustments .

Maintains and coordinates calendars with the WV Human Resource Office and State Auditors Office and provides support for other WVMA Human Resource personnel and HRO tasks as required.

Uses Microsoft Office and automated systems to prepare, edit, store and distribute data, information, documents and communication; ensures confidentiality and security of sensitive data, documents and information.

Maintains an effective records management system for data, information, communications and reports, which include sensitive data that requires accuracy and continuous updates.

Assists the Human Resource Manager and senior leadership with planning and coordinating Human Resource processing for special projects and daily agency functioning.

Compiles data and information for and assists in the preparation of briefings, reporting, after templates, visuals and other sensitive documents and reports.

Maintains confidentiality as appropriate for all data, information, documents and communications.

Liaisons with federal military personnel and other federal, state and local government officials and private sector personnel as required.

May need to travel to process new employee paperwork for WVMA employees who are headquartered in a variety of facilities within West Virginia. Training may also require occasional travel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of methods and practices of efficient office management to ensure data is processed in a timely manner, as meeting deadlines impact payment and benefits for all agency employees.

Knowledge of the protocols, methods and procedures specific to wvOasis and general knowledge regarding Human Resource practices.

Skill in evaluating office operations and developing effective solutions to resolve logistical and procedural issues.

Skill in the use of personal computer, software packages and other automated systems appropriate for the required duties. Examples include Adobe Acrobat, Microsoft Office, MS Teams, wvOasis and email protocol.

Ability to develop and implement an effective records management system for data, information, communications and reports.

Ability to plan, organize and coordinate appointments, meetings and calendars from multiple sources.

Ability to develop and maintain effective working relationships with a wide variety of officials in federal, state and local government, military and private sector personnel and officials.

Ability to work in a diverse, multi-tasking environment requiring prioritizing tasks and meet deadlines.

Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from High school required, further education experiences preferred.

EXPERIENCE: Two years of full-time (or Four years of part-time experience) in administrative support using wvOasis processing within a West Virginia State Agency.

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).
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. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.

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