

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

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML220420**

**OPENING DATE:** 28 April 2022 **CLOSING DATE:** 12 May 2022

**LOCATION:** West Virginia Military Authority, 1703 Coonskin Dr., Charleston, WV 25311

**JOB TITLE:** MA Administrative/Operations Assistant 2

**SALARY RANGE:** \$35,688 - \$52,452

**How to Apply:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to West Virginia Military Authority, Attn HR – Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to [Deborah.s.taylor28.nfg@army.mil](mailto:Deborah.s.taylor28.nfg@army.mil) within the above vacancy announcement dates.

Applications may be obtained from the West Virginia Military Authority web site, <https://www.wv.ng.mil/Portals/22/Forms-Regulations/WVMA%20application%20-%2020180828.pdf>

**NATURE AND SCOPE OF WORK**

Under general supervision, performs full-performance level administrative support and clerical work in the Finance Section of the WV Military Authority. Work requires the application of modern office procedures and the use of personal computer and related databases, office automation software and spreadsheets in the daily activities. Interacts with WV Military Authority units, other state agencies and the WV National Guard Officers and members in performing duties; maintains knowledge of National Guard Command changes and WV Code in relation to Uniform Allowances; assists other employees in areas as needed; occasional in-state travel for training purposes. Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of basic arithmetic to include addition, subtraction, division and multiplication.

Knowledge of the OASIS financial management system in State government.

Ability to analyze data quickly and accurately and to use a computer.

Ability to review documents for accuracy.

Ability to interact effectively with a wide variety of people to include state officials, federal employees, vendors and the general public.

Ability to communicate effectively, orally and in writing.

### **PRINCIPAL DUTIES/RESPONSIBILITIES:**

Ability to process invoices in OASIS for utility payments and any other type of payments, verify payments were received by the vendors, when necessary.

Ability to receive and date stamp all incoming invoices. Ability to generate and process uniform allowances.

Knowledge of the regulations, policies and procedures in the area of assignment.

Knowledge of general office procedures and practices.

Knowledge of state and federal laws and regulations related to the area of assignment.

Knowledge of proper English grammar, punctuation and spelling.

Ability to prepare status reports

### **MINIMUM QUALIFICATIONS**

**TRAINING:** Graduation from a standard high school or equivalent.

**EXPERIENCE:** Two years of full-time or equivalent part-time paid employment in clerical and administrative support work.

**SUBSTITUTION:** College hours, related business school or vocational training may be substituted through an established formula for the required experience.

### **SPECIAL REQUIREMENTS:**

1. This position falls under the West Virginia Public Employees Retirement System (PERS). Members of the Teachers Retirement System (TRS) or the 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.

2. CONSIDERATION WILL BE GIVEN TO ALL REQUIRED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
3. Position requires security clearance and background check.
4. Position requires current State issued driver's license.
5. Position requires a mandatory pre-employment drug screen.

Phillip R Cantrell  
Director, WVMA