

**WEST VIRGINIA MILITARY AUTHORITY**  
**1703 COONSKIN DRIVE**  
**CHARLESTON, WV 25311**  
**POSITION VACANCY ANNOUNCEMENT ML181203**  
**(2 Vacancies)**

**OPENING DATE: December 1, 2018**                      **CLOSING DATE: Open Ended**

**LOCATION:** WVNG Joint Operations Center, 1703 Coonskin Drive, Charleston, WV 25311

**Job Title:** MA Administrative/Operations Clerk 4

**Working Title:** Watch Center Associate 2

**Salary Range:** Salary Range \$28,128 - \$41,508

**HOW TO APPLY:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form, resume** and transcript to West Virginia Military Authority, Attn. HR-Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to [deborah.s.taylor28.nfg@mail.mil](mailto:deborah.s.taylor28.nfg@mail.mil) or fax to 304-561-6321.

Applications may be obtained from the West Virginia National Guard web site:  
<http://www.wv.ng.mil/HRO/>

**NATURE OF WORK**

Under general supervision, performs entry-level work in an assigned program area of the Watch Center for the West Virginia Division of Homeland Security and Emergency Management (WV DHSEM). The Watch Center is co-located with the West Virginia National Guard's Joint Operations Center (JOC) and Watch Associates provide for the seamless integration of WVDHSEM's Watch Center and the WVNG JOC. The Watch Center is staffed 24/7/365 and shifts rotate periodically.

Watch Center operations include, but are not limited to, operating the Mine and Industrial Accident Rapid Response system, Safe Schools Helpline, DEP Spill line, Mine and Industrial Tip line, State Fire Marshal Arson Hotline, Beaver Valley Nuclear Power Station Initial Notification line, Beaver Valley Nuclear Power Station Gold Executive Conference Line, National Warning System (NAWAS) and Statewide Interoperable Radio Network traffic, and the FEMA National Radio System high frequency radio network to facilitate responses to incidents.

Watch Center Associates work across systems to populate various information technology platforms with data and incident management metrics to various local, state and federal partner agencies. Watch Center staff assigns degrees of urgency to information and notifications based on initial and incomplete information. Watch Center Associates are integrated with members of the National Guard.

Watch Center Associates monitor local, state, and national events of interest and inform WV DHSEM personnel as appropriate. Watch Center Associates create reports for state or

local incidents in an Emergency Management Information System, while generating and tracking resource requests and commitments during any response to an event or as needed.

Watch Center Associates receive, process and route after-hours requests for aviation support resources to respond to emergency situations like airborne search and rescue, and after-hours emergency situations for the WV Department of Agriculture. Watch Center Associates provide near real time status assessments and critical information requirements to the heads of agencies at the time of notification.

The Watch Center monitors the Statewide Interoperable Radio Network for technical deficiencies and dispatches technicians as required; monitors for personal alarm activations of assigned users and transmits data received to local authorities for investigation.

Watch Center Associates further operate in various levels of incident response modalities. Watch Center Associates generate, record and disseminate emergent and routine reports via email, fax and database transmission to designated personnel in various agencies or upon request of the Legislature or Governor's Office.

Watch Center Associates interface daily with the West Virginia National Guard JOC to coordinate resources during incident responses.

Watch Center Associates maintain equipment and systems during the course of their shift and perform other duties as assigned.

## **EXAMPLES OF WORK**

Watch Center Associates, during times of normal operation, respond to notifications for any of the above referenced systems or tip-lines and follow the designated procedures for notifications, investigations and issue tracking; cross-reference various systems, analyze and enter required data, and monitor and create reports in the National Homeland Security Information Network; conduct virtual weather briefings for the state with area weather services and various interested parties, conduct system checks with area 911 centers to mitigate dropped communications, and coordinate various after-hours State and Local response to large scale incidents.

Additionally, during times of normal operation, Watch Center Associates monitor local, regional, national and international open source news media for emergent issues and disseminate alerts to points of contact for affected or interested personnel and create internal daily reports for the situational awareness of WV DHSEM leadership from various systems and media.

In addition to the daily activities outlined above, Watch Center Associates, during times of enhanced operation, assume additional duties of meticulously coordinating and overseeing local and state agency response. Coordination includes material support, resource requests and critical personnel assignment to maximize the State's response efforts.

Watch Center Associates supplement the State Emergency Operations Center (SEOC) staffing during periods of enhanced Watch, partial or full activation of the SEOC. Watch Center Associates may be stationed in support of the State's mobile operations center communications function during fielded operation for incident response or training.

## KNOWLEDGE, SKILLS AND ABILITIES

A qualified candidate for the Watch Center Associate 2 position must be able to lift 35 pounds from the floor while standing, sit for prolonged periods, monitor multiple screens, be able to operate and trouble-shoot radios, electronics and other equipment at the operator level, to communicate effectively and concisely both orally and in writing, work independently, operate under stress, multi-task, analyze initial reports and assign degrees of urgency, be familiar with the MS Office suite of applications or other similar applications.

A qualified candidate for the Watch Center Associate 2 position must know or be able to learn Watch Center procedures, practices and methods and follow them, must read equipment and departmental manuals and implement their instructions, and must operate a multi-line telephone system. A Watch Center Associate 2 must learn and operate various types of computer systems, understand and follow detailed oral or written instructions and must perform repetitive tasks accurately. Watch Center Associate 2 must establish and maintain effective working relationships and obtain and maintain certifications required by the Department of Homeland Security, Federal Emergency Management Agency, in addition to other State or Agency required training.

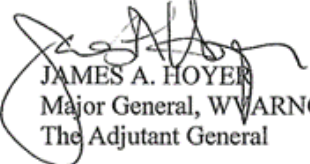
## MINIMUM QUALIFICATION

**TRAINING:** High school graduation or GED.

**EXPERIENCE:** One year of full time or equivalent part time paid employment as a Watch Associate 1, 911 Call Center Operator or other related position.

## 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. **State position 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.**
4. Consideration will be given to all qualified applicants without regard to race color, religion, sex, national origin, politics, ae, membership or non-membership in an employee organization.
5. Must have a valid driver's license and the ability to pass a State and Federal background check.
6. Must be eligible to work in the United States.
7. Must be able to remain on shift or to be called in during an incident or exercise.
8. Must be able to pass the mandatory pre-employment drug screen.

  
JAMES A. HOYER  
Major General, WVARNG  
The Adjutant General

