JTF-ES VACANCY ANNOUNCEMENT

DIVISION OF MILITARY & NAVAL AFFAIRS

330 OLD NISKAYUNA ROAD

LATHAM, NEW YORK

sadadminoffice@army.mil

**ANNOUNCEMENT NUMBER**: SADAO  **Minimum Grade**: E4

**OPENING DATE**:  26 Mar 2023 **Maximum Grade**:  E6

**CLOSING DATE**:  Until Filled **Number of Positions**: 1

**POSITION TITLE**: Administrative Specialist

\*This position is a NY Mil Law Section 6 State Active-Duty position

**MOS:** All considered

**AFSC:** All considered

**SALARY**:   Daily military pay equivalent to active duty of corresponding grade, rating, and length of service, or $125 a day, whichever is greater.

**UNIT & LOCATION****:** DMNA, Latham, New York

**SELECTING OFFICIAL**: Panel Interview (TBD)

**ELIGIBLE CANDIDATES:** Applicants must be a drilling member in good standing in the New York Army National Guard or New York Air National Guard.

**POSITION DESCRIPTION**:

* Will be an agency liaison with the Human Resources (MNHS) for the processing of all personnel transactions primarily related to payroll, time and attendance, employee status, and benefits matters
* Processes New Hires, Transfers, and Off Mission reports
* Track re-certifications needed by MNHS and notify company admins of upcoming and past due dates
* Assists in SAD (standing and emergency) payroll processing as needed during peak times
* Answer questions from and provide information to various parties regarding agency activities, transactions, and procedures
* Type, proofread, review, and correct correspondence, documents, records, and other written material
* Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information
* Provide employees and managers with information on and interpretations of the agency’s personnel procedures and policies, the personnel transaction process, attendance rules, employee programs, or other aspects of the personnel system.
* Coordinate attendance and leave processes and audit/reconcile time records
* Play a significant role in the processing and auditing of payrolls handled by the agency
* Long duty hours maybe required during state military emergency responses to domestic operations
* Periodic travel may be required using various modes of transportation
* Other job duties as assigned

**QUALIFICATION**: Minimum education is either a high school diploma or high school equivalency exam (GED). Applicants must be and remain “in good standing” with their home units.

“In good standing” includes:

* Permission from Federal Unit Commander to serve on State Active Duty
* Not medically flagged

**APPLICATION INSTRUCTIONS:**

Applicants must submit all the required documents listed below via email to:

sadadminoffice@army.mil. Applications and inquiries will only be accepted electronically via email. Phone calls or faxes are not accepted unless you are instructed to do so by an Applicant Coordinator.

Each email file attachment must include rank, last and first name, type of attachment (application/resume) and announcement number listed above.

SGT DOE, JOHN\_APPLICATION\_SADAO

**REQUIRED DOCUMENTS:**

* State Active-Duty Application Checklist
* Application to perform State Active Duty
* Command Letter of Recommendation (dated within one year)

**RECOMMENDED DOCUMENTS:**

* Resume
* Letter of Recommendation

The applicant coordinator will acknowledge the receipt of all documents and will inform SM of any issues or discrepancies with the application packet.

If a SM is selected to attend the interview panel, the applicant coordinator will contact the SM and provide additional information.

**POINT OF CONTACT:**

**SADAO APPLICANT COORDINATOR**

sadadminoffice@army.mil