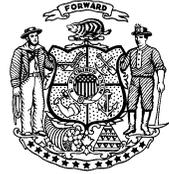




STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



February 19, 2016

SCHEDULE AND PAY RANGE: 05-10

CLASSIFICATION: Military Affairs Security Officer

TYPE OF VACANCY: Permanent Classified/Full-Time

SHIFT/HOURS OF WORK: 3rd Shift (10:30 pm – 7:00 am)

LOCATION: Joint Force Headquarters, Madison

SUPERVISOR: Douglas Lofreddo

CONTACT: Steve Janisch, HR Specialist - 608-242-3166 or stephen.janisch@Wisconsin.Gov

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 05-10, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: Provide armed security services to protect property and persons from sabotage, fire, espionage, theft, vandalism, and other hazards; control entry and exit of all personnel, vehicles and other equipment at entry points to the National Guard Base; assist and direct visitors; enforce parking regulations; ensure compliance with all applicable Air Force, state and local regulations, rules and laws; prepare and maintain records and documents; monitor base alarm systems; and attend training and safety classes.

KNOWLEDGES: Working knowledge necessary to observe and respond to security/public safety situations and to document and report details regarding such; ability to reason, analyze information and make sound judgments under stressful circumstances; ability to read, interpret and apply rules, regulations, policies, and procedures; physical ability to perform the essential job functions; ability to work outdoors in adverse weather conditions; and knowledge of personal computer operation in the Windows environment.

SPECIAL REQUIREMENTS: Required to possess and maintain the following: a valid Wisconsin and military driver's license; satisfactory criminal background check and Department of Defense Secret security clearance; physical ability to perform essential job functions; and skill in qualifying for carrying and utilizing firearms.

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To be considered for this opportunity, materials must be received no later than 3:30 pm on Tuesday, February 23, 2016. Questions regarding this position can be directed to Douglas Lofreddo at (608) 242-3041. Personnel related questions, such as eligibility determinations, can be directed to the contact listed above.