

## **SKYLINE ULTD INC. – General Clerk II PSDR, BV001 – BV008**

If you would like to apply to this position, please send your resume to [Tim.Bruno@Skyline-Ultd.com](mailto:Tim.Bruno@Skyline-Ultd.com)

**Date Posted:** December 13, 2011

**Locations:** Ft. Wainwright AK  
Ft. Belvoir VA  
Ft. Benning GA  
USGA SOUTHCOM Miami FL  
Presidio, Monterey CA  
FT. Stewart GA  
Ft Campbell  
Ft Polk

**Job Type:** Full -Time

### **Job Description:**

This employee performs a variety of military personnel services duties in support of military personnel and their family members, including: general administrative services, S-1/PAC-level support, military personnel records maintenance, Soldier promotions and evaluations, reassignment processing, Soldier Readiness Processing, ID cards, and other miscellaneous Soldier actions. Possesses basic core competencies such as briefing skills, familiarity with military personnel governing directives (AR 600-8 series), and experience with automated personnel systems such as eMILPO, TOPMIS, EDAS, etc. Position duties Includes creating, reviewing, correcting, and distribution of sensitive personnel records; creation and dissemination of military orders; coordinating travel or moves. Researches records, policy, directives, regulations and/or other military historical documents to verify accuracy of records or determine benefits eligibility. Gives briefings or counsels Soldiers and/or their family in groups or individually. Answers and screens telephone calls; receives and assists visitors; and schedules appointments or meetings. Answers routine questions and resolves problems. Position may require fielding inquiries from high-ranking officials and/or dignitaries and maintains paper and computer files.

### **Required Skills:**

Applicants are required to have a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Applicant must be familiar with standard concepts, practices, and procedures within the military personnel field. Relies on experience and judgment to plan and accomplish goals. Applicant must be willing to work under general supervision of a Site Manager. A certain degree of creativity and latitude is required. Must be able to obtain and maintain an NAC security investigation and be a U.S. citizen.

### **Required Experience:**

Desire former soldiers/military service members/civil servants or civilians who have 42A-series (Military Human Resources) experience and skills. Position requires superb customer service skills and the ability to handle a myriad of personnel actions with flawless precision.