

Class Concept

An individual in this class plans and administers a work program relating to the specific staff function for which he is responsible as a member of the staff of the Adjutant General of North Carolina. Work also requires the performance of various duties normally expected of a staff officer in a military organization. Responsibility for a specific activity or program results from the assignment of this individual to a designated staff position by the Adjutant General, work develops as a result of the normal operations of the Department in organizing and training local Units of the Guard, in directing and evaluating their activities and in performing the various administrative and staff services required to maintain these organizations. Military regulations, directives from the Army, Air Force, and the National Guard Bureau, and policies formulated by the Adjutant General guide the employee in the performance of his duties. Within these limitations the incumbent is expected to develop the work procedures necessary to execute the program for which he is responsible. The incumbent is expected to advise the Military Executive Officer and the Adjutant General on the contents of directives originating in Army, Air Force, and National Guard Headquarters which relate to the area or activity for which he is primarily responsible and to participate, in an advisory capacity, in the formulation of policies which affect the conduct of the National Guard program in North Carolina. Extensive contact is maintained with National Guard personnel throughout the State. Work is evaluated by the Military Executive Officer and the Adjutant General on the basis of the extent to which the functions, at Unit and Headquarters level, for which this employee is responsible adhere to the established policies and standards.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of staff functions, military command, and the tactical employment of Units.
- Thorough knowledge of Armed Forces.
- Thorough knowledge of Armed Forces administrative policies and procedures.
- Ability to interpret and apply military regulations, directives, and Tables of Organization and Equipment.
- Ability to plan, direct and review the work of subordinate employees and/or military personnel.
- Ability to train, inspect, and otherwise supervise National Guard Units of varying sizes and services.
- Ability to establish and maintain effective working relationships with staff and line officers of the National Guard, with higher headquarters, with local civic groups and with representatives of the press and radio.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution, and five years of commissioned military experience, including command and staff assignments; or an equivalent combination of education and experience.