

Job Title:	General Clerk	Job Category:	Administrative / Technical Non-Exempt
Location:	San Antonio, TX	Travel Required:	No
Level/Salary Range:	TBD	Position Type:	Full-time Regular
HR Contact:	Deborah Edwards, SPHR Manager, Human Resources	Date posted:	03/08/2010
Will Train Applicant(s):	Yes	Posting Expires:	Ongoing
Applications Accepted By:			
Fax or E-mail: (210) 673-2600 or recruiter@themccgroup.com Subject Line: General Clerk - Kennels Attention: HR SATX – GCK		Mail: The McConnell Group Attn: Human Resources 4502 Centerview Drive, STE 225 San Antonio, TX 78228	
Job Description			
<p>Job Purpose: This position is associated with the contract providing Kennel Management/Animal Caretaker duties 24/7 for the 341st Training Squadron (341 TRS) located at Lackland Air Force Base in San Antonio, Texas. The General Clerk is responsible for assisting the Contract Manager and/or Assistant Contract Manager in their role in site management, care, processing, and general maintenance of two kennel facilities with a canine population of 800 +/- Military Working Dogs and contract staff of 85.</p> <p>Experience Required: Prior experience as a Military Working Dog handler (or equivalent) is preferred. Experience relevant to personnel records, customer service, telephone and in-person reception, office administration and computer operations is required.</p> <p>Position Requirements: Must demonstrate clerical skills to prepare reports, create spreadsheets, and send/receive email. Strong attention to detail. Ability to interact in employee relations. Must pass a drug/alcohol screen, employment physical, background and E-Verify checks, and obtain security clearance for base access.</p> <p>Knowledge, Skills, and Abilities Requirements: Ability to read and write in English. Effectively use computer applications for word processing, data entry and report writing. Knowledge of Animal Welfare Act as it pertains to canine care and kennel operations. Knowledge of military culture and government contracting preferred. Ability to communicate at all levels.</p> <p>Compensation / Benefits: TMG offers comp. pay and benefits pkg. including health ins. and/or pension plan; paid holidays, vacation, and PTO; EAP; Educational Assistance; 401(k) and College Savings Plan.</p>			

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