

STATE ACTIVE-DUTY: TASK FORCE SAFE

POSITION TYPE: OFFICER ENLISTED **PAY GRADES:** E-1 thru E-7

POSITION: IS **NOT** OPEN AND CONTINUOUS

MISSION: State Active-Duty Task Force SAFE

LENGTH OF TOUR: 30 JUNE 2025 or until rescinded

POSITION TITLE: Pay Specialist

WHO MAY APPLY: Active Members of the
Arizona:

- Army National Guard:
- Air National Guard:

DUTY LOCATION: Phoenix, AZ

OPENING DATE: January 24, 2025

CLOSING DATE: February 9, 2025

SELECTING OFFICIAL: Counterdrug Commander

ANNOUNCEMENT #: 25-12-02



1750 East Silverlake Road
Tucson, AZ 85713
520-750-5867

Administrative Data

POSITIONS ARE FILLED BASED ON THE AVAILABILITY OF FUNDS

AREAS OF CONSIDERATION

STATE ACTIVE DUTY IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE BASED ON MERIT, CAPABILITY, AND POTENTIAL TO ENSURE FAIR TREATMENT OF ALL ARIZONA GUARDMEMBERS.

GENERAL INFORMATION

This position is State Active Duty (SAD) Funded. SAD members are required to uphold the highest standards of conduct and personal appearance.

Service Members will be in a State Active Duty (SAD) status in accordance with Ariz. Rev. Stat. Title 26.

Arizona Service Members in a SAD status will not receive federal orders, will not receive federal pay or benefits, and will not receive a DD 214 for service purposes.

All hiring and benefits will be based on the DEMA Directive 25.8, State Active-Duty, dated 1 July 2022 and the State of Arizona Accounting Manual (SAAM) Issued 01 October 2018.

SAD Members must meet all application requirements and must not have a suspension of favorable actions.

All SAD members are required to report to M-Day IDT/IAD and complete Annual Training (AT).

JOB DESCRIPTION

The following position is being recruited: Pay Specialist in Arizona.

Requirements for this position:

- Must live in the Phoenix metro area prior to start of orders
- Compute pay and leave balances for State Active Duty
- Orders start date cannot be within six months of ETS date
- May require irregular hours and weekends
- AZNG Title 32 Military Technicians Require ACC/LCC approval

Special expertise requirements:

- Ability to work in a team environment with a high degree of excellence.

Special expertise preferences:

- Fluent in Microsoft Office to include: Access, PowerPoint and Word
- Advanced Excel knowledge to include shortcuts, formula functions, charts, graphs, and pivot tables
- Success in working in a Joint and Interagency environment
- Familiarity with environmental operations and stewardship
- Civilian and/or military finance experience preferred

INSTRUCTIONS FOR APPLICATION

Applicants can find the necessary documents to apply here:

https://dema.az.gov/sites/default/files/2024-09/AZ_SAD_Application_Packet_0.pdf

Or by visiting the AZ DEMA Job Listings website located at:

<https://dema.az.gov/resources/dema-job-listings> - Go to: Job Applications (right hand side of page), AZ SAD Application Packet

The following item(s) can be found on the above website and are required to apply for this position:

- Completed State Active-Duty Checklist with Readiness and Company/ Squadron or Group Commander's signature
- State Active-Duty Form 16: Background Information Form
- State Active-Duty Employee Information Form
- Additional documentation that may be submitted for consideration - Soldier Record Brief (SRB), military evaluation report(s) and/or a Military Resume which includes civilian education, work experience, community volunteer work, etc. Additional documentation must be sent with application and will be given to the selecting official by J1 representative.

Completed applications should be emailed to the State Active-Duty Staff mailbox at:

ng.az.azarnng.mbx.sad-staff@army.mil

Applications can also be dropped off at the J-1 Office located at 1750 East Silverlake Road Tucson, Arizona 85713 during business hours (M-F 0800-1600).

Applicants selected/not selected will be contacted directly by selecting official (via phone). Non-selected applications will be destroyed after completion of selection process. SAD will not share information with other applicants/members regarding selection status. Applicants not selected have five days from their notification date to appeal the selection process (directly to the selecting official).

POC: CMSgt Heather L. Ryan: Email: heather.l.ryan3.mil@army.mil // Text: 228-424-7277