



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

*These contractual positions are located at various facilities throughout the State of Maryland.
Employees occupying these positions serve at the pleasure of the appointing authority.*

POSITION: **Military Honor Guard Specialist I (3700)**
 (Contractual)

SALARY: **\$11.38/hour (Grade 7)**

CLOSING DATE: **OPEN AND CONTINUOUS**

NATURE OF WORK: This is the intermediate level of work serving as a uniformed honor guard at burial services for military veterans in the State of Maryland. This position represents the State of Maryland and the Military Department as a member of the honor guard at burial services of veterans; performs specialized team positions such as pall bearing, folding and presenting the United States flag, casket bearing, casket watch and firing detail in accordance with standard procedures; executes military drill and ceremonial maneuvers; operates, maintains, and safeguards military weapons; maintains exceptional standards of military bearing and appearance; attends scheduled funeral training; prepares records and reports concerning military honor guard activities, and performs other duties as required.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate

Experience: None

SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. Pursuant to National Guard Bureau regulations, employees in this classification, with exception of those functioning as buglers, are required to meet the following criteria:
 - a. Employees are required to be active or retired members of the National Guard or retired from the Armed Forces of the United States;
 - b. Employees are required to successfully complete an eight-hour gun safety and usage weapons class;
 - c. Employees are required to successfully complete one hundred and forty hours of honor guard training including eighty hours of attendance at the Army or Air Force Honor Guard School.
2. Candidates may be given a medical examination to determine physical ability to do the job.

3. Employees may be required to take a physical fitness test and medical examination each year to determine their physical ability to perform the job.
4. Employees in this classification are subject to substance abuse testing in accordance with the Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.
5. Employees are subject to initial and periodic satisfactory background investigations, including a check of criminal history.

LICENSES, REGISTRATIONS, AND CERTIFICATES:

Employees appointed to positions in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator’s license valid in the State of Maryland.

TO APPLY: Complete Maryland State Form MS-100 (Application for State Employment) noting position title on the top of the form. Resumes will not be considered. Copies of documents attesting to qualifications and skills should be attached to the application. Applications may be obtained by calling or visiting the Military Department’s State Personnel Office at (410) 234-3838, Fifth Regiment Armory, Room B10, Baltimore, Maryland 21201-2288; visiting the State’s website at www.dbm.maryland.gov; visiting the recruitment kiosk at 300 West Preston Street, Baltimore, Maryland 21201; or calling 410-767-4850 or toll free 1-800-705-3493. Photocopies are acceptable provided there is an original signature and copies are on standard paper (8½ x 11).

FORWARD COMPLETED APPLICATIONS TO:

Maryland Military Department
State Personnel Office
Fifth Regiment Armory, Room B10
Baltimore, MD 21201-2288

Issued 08/11 3700

An Equal Opportunity/ADA Employer