

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-108**

OPENING DATE: 03 APR '24 CLOSING DATE: 17 APR '24 AGENCY: 5701 PIN: 598

POSITION: Resource Protection Supervisor (Visitor's Center Supervisor)

STARTING SALARY: \$30,829.72

LOCATION OF POSITION: Dept. of Public Safety, Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Bldg. 6606, Camp Shelby, MS 39407

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: rcole@mil.ms.gov; Or Hand Delivered to: STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237; Or Mailed to: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS: *EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK AS WELL AS RANDOM DRUG TESTING. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.

1. High school diploma or GED.
2. Twenty-four (24) months experience in a customer service-related field, supervisor level experience preferred.
3. Must be able to communicate effectively with the public in a courteous and professional manner.
4. Must possess good computer knowledge and skills.
5. Possess a valid driver's license.
6. Ability to meet conditions of employment IAW AR 190-56, to include: background check, drug screening, medical evaluation, and physical agility test.
7. Ability to handle the daily stresses and physical activity associated with a public safety position.
8. Must attend and satisfactorily complete any military/civilian training/schooling that may be required, to include the Basic Emergency Tele-Communicator course and NCIC certification.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Supervises, trains, and evaluates performance of Visitor Control Center Operators.
2. Create/Maintain work schedules.
3. Ensures compliance with all applicable regulations and policies.
4. Process all requests for access to Camp Shelby Joint Forces Training Center.
5. Ensure all required documentation is present, correct, and valid IAW applicable regulations and policies.
6. Provide professional and courteous customer service to Camp Shelby employees and visitors.
7. Maintain and safeguard personal information of employees and visitors.
8. Compile and complete various reports.
9. Maintain cleanliness, organization, and physical security of the VCC.
10. Work in conjunction with other DPS personnel and cover Dispatch shifts, as needed.
11. Must be able to work shift work as directed by the Resource Protection Chief.
12. Performs various other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age, and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, website: www.ng.ms.gov; or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.