

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-099**

**OPENING DATE: 16 JUNE 25      CLOSING DATE: 30 JUNE 25      AGENCY: 5705      PIN: 697**

**POSITION: ADMINISTRATIVE ASSISTANT IV**

**STARTING SALARY: \$25,391.24**

**LOCATION OF POSITION:** Youth ChalleNGe Academy, Bldg. 80 Halloran Ave., Camp Shelby, MS 39407

**TELEPHONE INQUIRIES:** Mitzy Hopson (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to:** [mhopson@mil.ms.gov](mailto:mhopson@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. The data may be used as part of a review process to evaluate eligibility for initial and continued employment.

1. High school diploma or equivalent, with a minimum of three years' experience in related duties substantially the same as specified.
2. Computer literacy required, with knowledge of Microsoft Office Suite.
3. Ability to use all common automated and manual office equipment.
4. Ability to operate commonly used manual and automated office equipment and perform routine maintenance.
5. Possess a valid state driver's license and operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card.
6. Desirable Qualifications: Active Mississippi National Guard/Reserves membership or retired (20 years) US Armed Forces, National Guard or Reserves.

**DUTIES AND RESPONSIBILITIES:** The following examples of work performed for positions in the job class are not intended to reflect essential functions of any one position. Related or similar duties are performed as assigned. (Not all-inclusive).

1. Maintains Cadet service to community hours.
2. Type up all correspondence and memorandums as needed to keep the Cadres informed and updated with all of their duties.
3. Keep updated logs entries in the staff duty journal and a daily basis.
4. Coordinates request for community services thru daily e-mails.
5. Responsible for keeping all records for cadets daily.
6. Responsible for preparing and distributing the training schedule weekly.
7. Prepare all Cadets and Patents handbooks for the start of each cycle. (2X year).
8. Responsible for all Cadre and Cadets projects, making sure that there is enough coverage.
9. Responsible for all Cadet's in and out processing thru out the cycle.
10. Responsible for daily head count of all cadets.
11. Responsible for all field trips and work orders for lunches.
12. Coordinates all blood drives for YCA. 2+ yearly.
13. Responsible for booking all facilities that are needed for in-processing new Cadets.
14. Perform other duties as assigned or directed.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1Oct 14)

### **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 essentially 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; [www.ng.ms.gov](http://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.

**THE 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 INVESTIGATION.**