

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-103**

OPENING DATE: 26 JUNE 25 CLOSING DATE: 10 JULY 25 AGENCY: 5709 PIN: 114 & 125

POSITION: Constable III (SUPV)

STARTING SALARY: \$48,122.90

LOCATION OF POSITION: 172nd Airlift Wing, 141 Military Drive, Jackson, MS 39232

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

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **Or EMAIL ADDRESS:** mhopson@mil.ms.gov . **Or Hand Delivered to STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

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

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 graduate or GED. BS Degree preferred.
2. At least twenty-one (21) years of age.
3. Thirty-six (36) months full-time paid experience in physical security, general security, or law enforcement.
4. Must be able to obtain a favorable Tier 1 Investigation.
5. Possess a valid driver's license and if authorized to operate a government vehicle, must have the ability to obtain and maintain U.S. Government Motor Vehicle Operators ID card.
6. Knowledge of basic first aid, fire prevention, safety, and radio communications procedures.
7. Never been convicted of a felony.
8. Must be physically able to perform all duties.
9. Must qualify with assigned weapons.
10. Must pass initial and annual physical agility certification.
11. Meets Mississippi Minimum Standards Board for Law Enforcement.

DUTIES AND RESPONSIBILITIES:

1. Performs Law Enforcement duties within the boundaries of any Mississippi Military Department Training Site, Headquarters or Air National Guard Base.
2. Ensures compliance with Resource Protection Plans.
3. Monitors the control entry and exit of personnel, vehicles, and equipment through entry points to the installation.
4. Prepares variety of law enforcement related reports and documentation.
5. Performs duties as intrusion detection equipment monitors and operates communication equipment.
6. Provides emergency response and assumes responsibility for incidents until key personnel are notified and is relieved by higher authority.
7. Provides Law Enforcement support to visitors and crowd control activities on a routine and emergency basis.

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 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 or by written/telephonic request to the Mississippi Military Department, website: www.ms.ng.mil, 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 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.

FAILURE TO OBTAIN CERTIFICATION AS AN ARMED SECURITY GUARD BY THE STATE OF MISSISSIPPI WILL BE GROUNDS FOR TERMINATION OF EMPLOYMENT.

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.