

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-016**

**OPENING DATE: 15 AUG 25      CLOSING DATE: 29 AUG 25      AGENCY: 5701      PIN: 362/390**

**POSITION: FACILITIES MAINTENANCE REPAIRER III (CARPENTER III)**

**STARTING SALARY: \$28,128.12**

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, 1001 Lee Ave. Bldg 6600, 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 CLOSING DATE.**

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***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:**

1. High school diploma or GED equivalent. Graduation from a trade school, or technical school or a combination of equivalent education or experience to equal three (3) years is required.
2. Must have three (3) years' experience or equivalent as a journeyman carpenter.
3. Knowledge of all tools, materials, methods and hazards of the trade.
4. Physical condition of such nature as to permit continuous, moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
5. Ability to understand and follow oral and written instructions. Ability to write clear and concise reports pertaining to job related duties.
6. Must possess a valid state driver's license, and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
6. Military membership is desired but not required.

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

1. Ready print, sketches, etc., to compile a material list.
2. Verify field/shop measurements, notify supervisors of discrepancies.
3. Fabricate structural components, casework, etc., in accordance with plans and field measurements.
4. Install structural components, fixtures, and casework such as windows, frames, flooring, and trim, or hardware in accordance with plans and field measurements.
5. Maintain status reports on all phases of fabrication and installation.
6. Maintain cleanliness of work area and surrounding areas at all times.
7. Order materials as required by the project.
8. Responsible for work order handling and processing.
9. Subject to call outs after normal duty hours to include weekends and holidays.
10. Performs 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 08/25)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website [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.

**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.**