

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-043**

OPENING DATE: 17 NOV 25 CLOSING DATE: 02 DEC 25 AGENCY: 5701 PIN: 959

POSITION: Manager (Aerospace Standard Auditor)

STARTING SALARY: \$45,981.15

LOCATION OF POSITION: Aviation Classification Repair Activity Depot., Gulfport, MS 39507

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

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: 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:

1. High School diploma and 3 years of experience in Auditing or Quality Assurance.
2. ISO 9001 Certified Preferable or required to pass Aerospace Auditor Transition Training (AATT) course within year of employment.
3. Ability to work independently with high level of confidentiality, professional standards, and ethics.
4. Demonstrate strong organizational skills in Auditing and/or Quality Assurance.
5. Possess good grammar and communication skills with the ability to work under pressure and set priorities accordingly.
6. Individual must be proficient in Microsoft 365.
7. Must be familiar with various management processes and procedures and have the ability to assess the required compliance level.
8. Must have experience and knowledge in the implementation of continuous improvement procedures.

DUTIES AND RESPONSIBILITIES: Work performed in this classification include, but are not limited to, the following:

1. Plans, coordinates, and directs audit team members in conducting internal audits.
2. Develops long-term and annual audit plans based on the findings from periodic reviews and risk assessments, previous external/internal audits, customer satisfaction/requirements and quality objectives.
3. Evaluates existing organization maintenance policies and procedures to ensure conformity to standards as well as to identify weaknesses or inefficiency in operation.
4. Evaluates organization's internal controls, recommends improvements where necessary, and new programs as needed.
5. Conducts compliance, electronic data processing and operational and efficiency audits of organization programs, activities, and functions.
6. Conducts independent audits for management to review effectiveness of controls, records, and operations.
7. Examines department records to ensure proper recording of transactions and compliance with statutory and regulatory requirements and policies.
8. Prepares reports detailing audit activity and audit findings for feedback as well as tracking trends, reviewing department records of material assets, such as equipment, to determine the adequacy of records for organization management.
9. Analyzes obtained data for evidence of deficiencies in controls, duplication of effort, extravagance in or lack of compliance with established policies or procedures.
10. Prepares final audit report for organization review and implementation through new programs and procedures.
11. Reviews and evaluates internal controls over organization programs, administrative systems, electronic data processing systems, and all other major systems necessary to ensure compliance with statutory and regulatory requirements.
12. Maintains records, files, and all documentation in support of the internal/external auditing functions.
13. Write and update Quality Assurance procedures when necessary.
14. Performs other duties as required or 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 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 2/18)**. 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; 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.

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.