

**MISSISSIPPI MILITARY DEPARTMENT STATE
EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-056**

OPENING DATE: 07 JAN 26

CLOSING DATE: 21 JAN 26

AGENCY: 5704

PIN: 279

POSITION: DIVISION DIRECTOR II

STARTING SALARY: \$65,000.00

LOCATION OF POSITION: Joint Force Headquarters, 1410 Riverside Drive, Jackson, MS 39202

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. Bachelor's degree.
2. Must be twenty-one (21) years of age.
3. Must be able to obtain a SECRET Security Clearance.
4. Must have five (5) years of law enforcement/security experience either civilian or military.
5. Knowledge of basic first aid, safety and radio procedures.
6. Must be physically able to perform all duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Supervise Access Control personnel at JFHMS, Camp Shelby, MS, Camp McCain, MS and all AASF's.
2. Prepare, review, and update State Physical Security Plan and or SOP.
3. Conduct Physical Security Inspections.
4. Conduct Physical Security Surveys.
5. Conduct Command Inspections when directed to do so.
6. Prepare annual budget for submission for the Physical Security Program.
7. Supervise the Electronic Security personnel.
8. Prepare annual budget submission for the Electronic Security Program.
9. Serve as member on JFH Physical Security Council.
10. Advise the Director of Military Support (DOMS) on Physical Security matters.
11. Serve as member of the Joint Terrorism Task Force (JTTF).
12. Serve as MEMA LNO during state declared emergencies.

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, website www.ng.ms.gov; or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). 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 in the is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.