

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-067**

OPENING DATE: 14 JAN 26 CLOSING DATE: 28 JAN 26 AGENCY: 5705 PIN: TBD

POSITION: ADMINISTRATIVE ASSISTANT IV ** Responsible for Jackson, MS and all areas North of Jackson**

STARTING SALARY: \$ 25,931.24

LOCATION OF POSITION: Youth ChalleNGe Academy, ** Responsible for Jackson, MS and all areas North of Jackson**

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 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 GED.
2. Knowledge of basic office practices and procedures.
3. Proficient in typing, computer/word processing and data input.
4. Ability to use all common automated and manual office equipment.
5. Able to work with little supervision to produce required quota vital to success of program.
6. Possess a valid State Driver's License.
7. 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 this job class are intended to reflect essential functions of any one position. Related or similar duties are performed as assigned. (Not all-inclusive).

1. Promote Public relations and present the program as a valuable community youth outreach program.
2. Assists the RPM Manager with collecting, entering, and validating data.
3. Makes monthly contact with post-residential students and mentors.
4. Collects source documents of Post-Residential Student's placement activities such as: military orders, college acceptance letters, and/or letters of intent to hire.
5. Records placement activities in database and case files.
6. Work closely with other case managers and with the RPM manager in maintaining the programs Post Residential accountability.
7. Develop and maintain case files on residential and post-residential mentor/mentee relationship.
8. Assists with screening potential mentors; perform interviews, background checks, and reference checks.
9. Conduct training for mentors and students.
10. Schedule and coordinate informational programs and oral presentations as required.
11. Assist in the coordination and management of activities in post-residential phase.
12. Maintain a supply of recruiting and mentor packets.
13. Perform other duties as assigned or directed.

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 LAW 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.