

MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-106

<b>OPENING DATE: 23 MARCH 26</b>	<b>CLOSING DATE: 06 APRIL 26</b>	<b>AGENCY: 5701</b>	<b>PIN: 336</b>
<b>POSITION: REAL PROPERTY MGMT SPEC (Energy Specialist)</b>			
<b>STARTING SALARY: \$30,756.89</b>			

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, MSNG, 1001 Lee Avenue, 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-SPR, Post Office Box 5027, Jackson, MS 39296-5027. **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:**

1. High school graduate, or equivalent. Applicants must have a minimum of four (4) years' experience in the administrative area. Education beyond high school in secretarial science or accounting may substitute on a year for year basis up to two (2) years.
2. Must be proficient in Microsoft Office to include Word, Access, Excel, and Power Point as well as have the skills and ability to create, maintain, and quickly access digital pdf files on a server 2.
3. Possess a valid state drivers 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 DRIVERS' LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Must complete a favorable T-1 background investigation.
5. 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 essential functions of any one position. Related or similar duties are performed as assigned.

1. Serves as the principal advisor for the Engineer Technician for all activities pertaining to energy management throughout the installation.
2. Identify energy consumption, analyze data and make recommendations to leadership regarding consumption and general energy conservation measures.
3. Manage and maintain all utility consumption data and ensure savings measurements are accurate.
4. Utilize the latest technology relating to energy consumption, utility usage and EMS data.
5. Ensures all programs are in compliance with governing Federal, State, and local laws and ARNG policies, procedures, and guidelines.
6. Coordinate with internal and external tenants and/or trainees to utilize opportunities that promote the energy management program successes.
7. Performs other duties as assigned

**AREA OF CONSIDERATION:**

**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 12/19)**. 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, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). 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.**