

**STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-111**

**OPENING DATE: 26 MARCH 26    CLOSING DATE: 09 APRIL 26    AGENCY: 5704    PIN: 128**

**POSITION: Constable II**

**STARTING SALARY: \$43,063.25**

**LOCATION OF POSITION:** Mississippi National Guard, Joint Force Headquarters, 1410 Riverside Drive, Jackson, MS 39212

**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](mailto: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**

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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 graduate or GED.
2. At least twenty-one (21) years of age.
3. Twelve (12) months' full-time paid experience in physical security, general security or law enforcement or six months military service.
4. Certificate of completion from an accredited Basic Law Enforcement Academy.
5. Must be able to obtain a favorable National Agency Check (NAC).
6. Ability to handle the daily stress and physical activity associated with a public safety position.
7. Knowledge of basic first aid, fire prevention, safety and radio procedures.
8. Must attend and satisfactorily complete any military/civilian training/schooling that may be required.
9. Must never have been convicted of a felony.
10. Must complete twenty-four hours of continuing education annually.

**DUTIES AND RESPONSIBILITIES:**

1. Patrols inside the cantonment area and other areas on the installation as directed, to detect and respond to fires, suspicious persons or activities and safety and hazardous conditions.
2. Responds to emergencies and directs the operation until relieved by a higher authority.
3. Qualifies semiannually with assigned weapon.
4. Conducts investigations and prepares various reports.
5. Conducts searches of persons, vehicles and property within jurisdictional limitations and in accordance with governing directives.
6. Provides visitor and crowd control on a routine and emergency basis.
7. Must be able to work shift work as directed by the Resource Protection Chief.
8. Perform various 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 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 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 or by written/telephonic request to the Mississippi Military Department, 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 #601-313-6243). 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 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.

**FAILURE TO OBTAIN CERTIFICATION AS AN ARMED SECURITY GUARD BY THE STATE OF MISSISSIPPI WILL BE GROUNDS FOR TERMINATION OF EMPLOYMENT.**

**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 CHECK.**