

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-122**

OPENING DATE: 28 APRIL 26 CLOSING DATE: 12 MAY 26 AGENCY: 5701 PIN: 367

POSITION: CANTONMENT COORDINATOR

STARTING SALARY: \$27,084.43

LOCATION OF POSITION: CSJFTC, Directorate of Public Works, 1001 Lee Ave., Bldg. 6606, Camp Shelby, MS 39407.

TELEPHONE INQUIRIES: Mitzy Hopson 601-387-3693 DSN: 293-6368

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 or GED.
2. Must have at least 5 years of direct experience in conducting FEDERAL inventory and property accountability.
3. Must be proficient with computer programs (Excel, Word, Access, and GCSS-Army).
4. Must possess a valid driver's license and if authorized to operate a Government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
5. Must complete a favorable T-1 background investigation.
6. 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. Supervises and performs receipt, storage, turn-in and issuing all **FEDERAL** and **STATE** property assigned to Camp Shelby Department of Public Works.
2. Conducts the storage and security of all Federal and State property.
3. Assists the PBO in maintaining property records.
4. Conducts/assists in physical inventory of all Federal and State property for Camp Shelby Department of Public Works.
5. Exchanges and/or supervises the exchange of unusable furnishings and property in cantonment building; and supervises, assists, or prepares property for turn-in when necessary.
6. Performs warehouse inventories, issuing, and processing job orders for Camp Shelby Department of Public Works warehouse as needed.
7. Assists/conduct the processing of FLIPLs for Camp Shelby Department of Public Works.
8. Conducts/supervises the cleaning of warehouse/storage areas.
9. Assists, as directed, in all areas of logistical support.
10. Subject to call outs after normal duty hours to include weekends and holidays.
11. Conducts property audits.
12. Performs 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 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: 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 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 is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.