

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-123**

**OPENING DATE: 29 APRIL 26**

**CLOSING DATE: 13 MAY 26**

**AGENCY: 5705**

**PIN: 111431**

**POSITION: CUSTODIAN**

**SALARY RANGE: \$20, 558.36**

**LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Camp Shelby, MS 39407**

**TELEPHONE INQUIRIES: Mitzy Hopson (601) 387-3693 DSN: 293-3693**

**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-SRP, Post Office Box 5027, Jackson, MS 39296-5027.**

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.**

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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. Must be capable of operating powered-floor care machines and lawn equipment.
2. High School Diploma or GED equivalent desired but not required.
3. Must possess a valid state drivers' license. **PROOF OF DRIVR'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Must be able to perform physical labor to include lifting or moving objects.
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. Clean all areas and buildings to which assigned as often as required and to standards established by supervisor.
2. Sweeps, mops, or vacuums designated floors daily. Waxes as required or directed by supervisor.
3. Cleans, disinfects and deodorizes latrines daily.
4. Empties all trash cans daily and replaces liners.
5. Cleans light fixtures, furniture, blinds and office equipment weekly.
6. Cleans doors and windows monthly.
7. Makes beds and replaces linens as scheduled or needed.
8. Removes stains and dirt.
9. Provides towels and soap daily, if applicable.
10. Duties may include food preparation and food service.
11. Cleans kitchen appliances and dishes daily, if applicable.
12. Conducts spot checks inventories of rooms and buildings and report missing items to supervisor.
13. Any other duties as assigned.

**AREA OF CONSIDERATION:**

**OPEN**

AGO Form 14-R (Revised 1 Oct 14) Page 1 of 2 Pages

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

The 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: [www.ms.ng.gov](http://www.ms.ng.gov); or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-387-3693). 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.**