MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-022

OPENING DATE: 27 JULY 26 CLOSING DATE: 10 AUG 26 AGENCY: 5704 PINS: 379

POSITION: Constable I

STARTING SALARY: $39,029.83

LOCATION OF POSITION: Joint Force Headquarters, 1410 Riverside Dr., Jackson, MS 39202

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

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 graduate or GED equivalent.
2. At least twenty-one (21) years of age.
3. This is a civilian Law Enforcement position; applicants must have attended and satisfactorily completed all required civilian training/school requirements based on Mississippi Board of Law Enforcement Standards and Training **OR** be willing to attend and complete required training/school requirements within 12 months of appointment.
4. Ability to handle the daily stress and physical activity associated with a public safety position.
5. Knowledge of basic first aid, fire prevention, safety, and radio procedures is desired.
6. Never been convicted of a felony.
7. Must successfully pass a Police Record Check on a DD from 369.
8. Within ninety (90) days of hiring, pass a Physical Agility Test, and every year thereafter.
9. Within ninety (90) days of hiring take a Drug Test with satisfactory results and be willing to take random drug tests in the future as directed.
10. Must be able to physically perform all duties.
11. Applicant **DOES NOT** have to be in the military to be considered for this position.

DUTIES AND RESPONSIBILITIES:

1. Ensures compliance with Resource Protection plans.
2. Perform duty and security check points and patrol inside the facility and other areas as directed, to detect security violations, suspicious people or activities, and hazardous conditions.
3. Responds to emergency/non-emergency calls for service; including but not limited to disturbances, domestic violence issues, thefts, and accidents.
4. Qualifies twice (2) annually with primary weapon.
5. Conducts initial investigations and prepares various reports.
6. Conducts searches of persons, vehicles, and property within jurisdictional limitations and in accordance with governing directives.
7. Provides visitor control on a routine and emergency basis.
8. Must be able to work shift work as directed by the Resource Protection Chief.
9. Perform various other duties assigned by the supervisor.

AREA OF CONSIDERATION: OPEN COMPETITIVEAGO Form 14-R (Revised 1 Oct 14)

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, 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. 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.