MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-023

OPENING DATE: 31 JULY 26 **CLOSING DATE: 14 AUG 26** **AGENCY: 5701** **PINS: 535**

POSITION: Resource Protection Specialist (LE)

STARTING SALARY: $32,905.97

LOCATION OF POSITION: CSJFTC, 1001 Lee Avenue, Bldg. 6606, 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 ; **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. Must possess three (3) months' full-time experience in physical security, security, or law enforcement; or six (6) months' military service as a traditional guardsman/reservist.
3. Possess a valid driver's license, knowledge of basic first aid, fire prevention safety and radio communication procedures are desired.
4. Must attend and satisfactorily complete any civilian training/schooling that may be required.
5. Never been convicted of a felony.
6. Must successfully pass a NCIC Police Record Check on DD form 369.
7. Within ninety (90) days of hiring, pass a Physical Agility Test, and every year thereafter.
8. 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.
9. Must be physically able to perform all duties and must be 21 years of age or older.
10. Applicant DOES NOT have to be in the military to be considered for this position.

DUTIES AND RESPONSIBILITIES:

1. Serves as a civilian Armed Security Guard for Camp Shelby Joint Forces Training Center.
2. Controls entry and exit of personnel, vehicles, and equipment through entry points to facilities and parking areas using the Automated Installation Entry (AIE) system.
3. Provides visitor control on a routine and emergency basis.
4. Provides emergency response and assumes responsibility for situations until key personnel are notified and is relieved by higher authority.
5. Prepares a variety of job-related documentations when needed.
6. Conducts searches of persons, vehicles, and property within jurisdictional limitations and in accordance with governing directives.
7. Qualifies semi-annually with primary weapon.
8. Position has a flexible work schedule that requires shift work as directed by the Resource Protection Chief.
9. Performs other duties as assigned.
10. All duties, benefit package, and schedule will be discussed during interview process.

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, 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.