

**STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-024**

OPENING DATE: 31 JULY 26

CLOSING DATE: 14 AUG 26

AGENCY: 5701 PIN: 455

POSITION: Constable III

STARTING SALARY: \$48,122.90

LOCATION OF POSITION: NGMS-DPS, Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Bldg. 6606, Camp Shelby, MS 39407

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

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 . **Or Hand Delivered to**

STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237.

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

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. At least twenty-one (21) years of age.
3. Certificate of completion from an accredited Basic Law Enforcement Academy.
4. At least six (6) years of full-time paid experience working as a certified Law Enforcement officer in an accredited agency.
5. Possess a valid state issued driver's license.
6. Ability to handle the daily stresses 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 training/schooling that may be required.
9. Never been convicted of a felony.
10. Must successfully complete NCIC Police Record Check.
11. Within ninety (90) days of hiring, pass a Physical Agility test, and every year thereafter.
12. 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.
13. Must be able to physically perform all duties.

DUTIES AND RESPONSIBILITIES:

1. Assists the Resource Protection Chief in Supervising and maintaining the department standards.
2. Responsible for all reports, schedules, and daily operational paperwork on an assigned shift.
3. Provides a civilian law enforcement presence inside the installation area and other areas on the reservation, as directed, to detect security violations, suspicious persons or activities, and hazardous conditions.
4. Responds to emergency/non-emergency calls for service and directs the operation until relieved by a higher authority.
5. Qualifies twice (2) annually with primary weapons.
6. Conducts initial investigations and prepares and emails various reports.
7. Conducts searches of persons, vehicles, and property within jurisdictional limitations and in accordance with governing directives.
8. Notifies the Resource Protection Chief of all employee and department issues in a timely manner.
9. Works a Monday through Friday schedule and works as needed or as directed by the Resource Protection Chief.
10. Perform various other duties assigned by the Resource protection Chief.

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; , 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.