MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 27-046

OPENING DATE: 23 SEPT 26 **CLOSING DATE: 07 OCT 26** **AGENCY: 5701** **PIN: 92**

POSITION: WAREHOUSE/SUPPLY CLERK III (Troop Issue)

STARTING SALARY: $26,467.20

LOCATION OF POSITION: Dir. Public Works, Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Bldg. 6600 Camp Shelby, MS 39407
TELEPHONE INQUIRIES: Mitzy Hopson (601) 387-3693

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 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 equivalent and two (2) years' experience in supply/storage.
2. Physical condition of such nature as to permit continuous, moderately heavy work with the ability to move and lift objects weighing up to 50 lbs.
3. Must have basic knowledge of computer applications.
4. Must possess a valid state driver's license and f authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUS 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. Cleans all areas and buildings to which assigned as often as required and to standards established by supervisor. Examples are sweeping, mopping, vacuuming and waxing as required.
2. Informs supervisor of maintenance needs of rooms or buildings above his/her capability or assigned responsibility and submits work requests to the appropriate DPW Zone Supervisor.
3. Performs logistics errands and tasks assigned by supervisor.
4. Conducts spot check inventories of rooms and buildings and reports missing items to supervisor.
5. Issues and turns in buildings per standards set by the supervisor.
6. Provides administrative clerical support to the DPW buildings and Utilities Branch and Facilities Maintenance Repair Coordinator to include date entry of all requests for work, work orders, memorandums, and correspondence.
7. Answers incoming phone calls, routes calls and takes accurate messages.
8. Orders supplies, issues supply; and receives supplies and turn-ins as required or requested.
9. Processes issues and turns in of work orders to the Work Order Office.
10. Oversees, coordinates, and reconciles inventories as required.
11. Restock and count inventory to shelf-stock items in latrines and Admin buildings.
12. Moves furniture and equipment as required.
13. Subject to callouts after normal duty hours to include weekends and holidays.
14. Some weekend work required.
15. Performs related duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE/TEMPORARY POSITION

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. 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.

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.