MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-050

OPENING DATE: 23 SEPT 26 **CLOSING DATE: 07 OCT 26** **AGENCY: 5705** **PIN: 259, 267, 684, 695, 700, 702, 703, 704, 716**

POSITION: ASSISTANT PLATOON LEADER (YCA)

STARTING SALARY: $37,685.35

LOCATION OF POSITION: Youth ChalleNGe Academy, Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407-5500

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: Applicants will undergo an extensive background check. The data may be used as a part of a review process to evaluate eligibility for continued employment.

1. Must possess a valid driver's license and must obtain a Class B Commercial Driver's License with an endorsement of P & S (at applicants' expense) within 180 days of employment. Once Class B Commercial Driver's License is obtained, applicant's salary will be $43,685.35.
2. Provide proof of high School diploma, GED or higher education.
3. Must be willing to get CPR, First Aid and AED certified.
4. Ability to establish patterns of communication with students.
5. Ability to analyze and evaluate the progress and development of assigned students. Present verbal and written reports.
6. Ability to enforce disciplinary, safety and security measures.
7. Have military or civilian instructor experience or course completion.
8. Experienced in physical fitness and the safe performance of exercises.
9. Preferred Qualifications: US Armed Forces military experience, with a minimum of 4 years of service and obtained a rank of E4 or above and either currently in the National Guard or Reserves or have received an honorable discharge from services.
10. Law Enforcement experience or experience working with at-risk youth may be considered in lieu of military experience.
11. Experience working with teens, at-risk youth is preferred.

DUTIES AND RESPONSIBILITIES: The following examples of work performed for positions in the job class are intended to reflect essential functions of any one position. Related or similar duties are performed as assigned. (Not all-inclusive).

1. Apply military principles and practices for guiding and training at-risk youth while exercising responsibility for the daily activities of assigned student groups including organized physical fitness and group sports.
2. Assume responsibility in the absence of the Platoon Leader.
3. Maintain discipline within the assigned student group.
4. Directs students in general housekeeping, repair, and maintenance work.
5. Teaches students correct use of tools and working techniques for civic projects.
6. Promotes leadership, cooperation, and teamwork during various activities.
7. Establishes and maintains professional interpersonal relationships with students.
8. Provide emotional supportive resources for student access.
9. Inform next level leadership and counselors of student issues.
10. Evaluate the progress of assigned students and maintain a written log.
11. Recommend and implement limited disciplinary measures.
12. When necessary, perform overnight safety duties of assigned students during hours of sleep.

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.

NO RESUMES WILL 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 CHECK.