

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-106-3**

OPENING DATE: 15 JUL 24 CLOSING DATE: 29 JUL '24 AGENCY: 5701 PIN: TBD

POSITION: Constable I

STARTING SALARY: \$39,029.83

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

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: rcole@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: *EMPLOYEES IN THESE POSITIONS WILL UNDERGO AN EXTENSIVE BACKGROUND CHECK AS WELL AS RANDOM DRUG TESTING. THE DATA MAY BE USED AS PART OF A REVIEW PROCESS TO EVALUATE ELIGIBILITY FOR CONTINUED EMPLOYMENT.

1. High school graduate or GED equivalent.
2. At least twenty-one (21) years of age.
3. This is a civilian Law Enforcement position; applicant 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 manage the daily stresses and physical activity associated with a public safety position.
5. Knowledge of basic first aid, fire prevention, safety, and radio procedures.
6. Never been convicted of a felony.
9. Must successfully complete DD Form 369 NCIC Police Record Check.
10. Within ninety (90) days of hiring, pass a Physical Agility Test, and every year thereafter.
11. 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.
12. Must be able to physically perform all duties.
13. Applicant **DOES NOT** have to be in the military to be considered for this position.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Ensures compliance with Resource Protection plans.
2. Patrols inside the cantonment area and other areas on the reservation, as directed to detect security violations, suspicious persons or activities, and hazardous activities.
3. Responds to emergency/non-emergency calls for service and directs the operation until relieved by a higher authority.
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. Conducts Speed Enforcement with Radar, issues Military Traffic Citations, DD form 1408, and other various law enforcement functions as directed by the Resource Protection Chief.
8. Provides visitor control on a routine and emergency basis.
9. Must be able to work shift work as directed by the Resource Protection Chief.
- 10.. Performs other duties as assigned.

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, website: www.ng.ms.gov or by written/telephonic request to the Mississippi Military Department, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). 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.

FAILURE TO OBTAIN CERTIFICATION AS AN ARMED SECURITY GUARD BY THE STATE OF MISSISSIPPI WILL BE GROUNDS FOR TERMINATION OF EMPLOYMENT.

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