

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 16-211**

OPENING DATE: 12 Oct 16 **CLOSING DATE:** 26 Oct 16 **AGENCY:** 5709 **PIN:** 335

POSITION: Telecomm Program Coordinator

STARTING SALARY: \$29,310.04

LOCATION OF POSITION: ANG/CRTC-CE, 4715 Hewes Avenue Gulfport, MS 39507.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

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 graduate or GED equivalent; twenty-four (24) months full time paid experience in telecommunications or 911 operations, physical security, general security, or law enforcement.
2. Qualify for and maintains National Agency Security Check.
3. Possess valid Driver's License and if 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 LICENCE MUST BE SUBMITTED WITH APPLICATION.**
4. Knowledge of basic first aid, fire prevention, safety and radio communications procedures.
5. Must be physically able to perform all duties.
6. Never been convicted of felony.

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

1. Supervises all dispatchers.
2. Perform Telecomm Program Coordinator duties.
3. Receives and responds to emergency and non-emergency calls including enhanced 911, and non-emergency calls from the public, dispatchers, and law enforcement agencies via telephone and radio systems and computer-aided dispatch (CAD) systems.
4. Evaluates information received, prioritizes calls and dispatches required units and/or agencies.
5. Monitors and coordinates police and fire unit activity and assignments via police and fire radio.
6. Maintains status and locations of public safety personnel; utilizes technology such as computers, radio systems, telephones, fax machines and other communication equipment; creates and maintains automated or manual logs of public safety communications activity.
7. Enters and maintains files for person or property pending apprehension/recovery.
8. Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties; keeps informed of departmental regulations, policies and procedures.
9. Emergency Dispatcher will implement procedures, maintains logs, schedules, alarm testing, and oversee all operations and functions in the BDOC.
10. Trains and assists dispatcher and RPS Comm Personnel.
11. Prepares variety of job-related reports and documentation; provides emergency response and assumes responsibility for situations until key personnel are notified and is relieved by higher authority.
12. Hold or acquire within six (6) months and Emergency Telecommunicator certificate (ETC).
13. Performs additional duties as directed by the Chief of Security.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1Oct14)

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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 6/14)**. 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, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). 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.

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.