

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 17-004-1**

OPENING DATE: 18 Jan 17 **CLOSING DATE:** 1 Feb 17 **AGENCY:** 5705 **PIN:** 830

POSITION: ASSISTANT PLATOON LEADER (YCA)

STARTING SALARY: \$32,185.35

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

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. Employees in these positions will undergo an extensive background check. The data may be used a part of a review process to evaluate eligibility for continued employment.

2. High School Diploma or GED equivalent with four (4) years military experience.

3. US Armed Forces military experience, must have obtained the rank of E4 or above and either be currently Active National Guard/Reserves or retired (20 years) US Armed Forces, National Guard or Reserves or received an honorable discharge from services.

4. Ability to pass, at any time, the Army Physical Fitness Test.

5. Ability to establish patterns of communication with corps members.

6. Ability to analyze and evaluate the progress and development of assigned corpsmembers and present verbal and written reports.

7. Ability to enforce disciplinary, safety and security measures.

8. AS A CONDITION OF CONTINUED EMPLOYMENT MUST HAVE OBTAINED CLASS B COMMERCIAL DRIVER'S LICENSE WITH AN ENDORSEMENT OF P.W. (AT APPLICANTS EXPENSE) WITHIN 180 DAYS OF EMPLOYMENT.

9. Desirable Qualifications: Completion of battle Focus Instructor Training Course (BFITC) or equivalent, Master Fitness Trainers Course, Combat Lifesaver Course/Emergency Medical Technician or equivalent, Basic Life Support Instructor Course.

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

1. Assist the Platoon Leader with the following:

2. Applies military principles and practices of guiding and training youth while exercising responsibility for the daily activities of an assigned team of corpsmembers; maintains discipline within that assigned team. Directs corps members in general housekeeping, repair and maintenance work; teaches corps members correct use of tools and working techniques for civic projects; promotes leadership, cooperation and teamwork during various activities.

3. Establishes and maintains good interpersonal relationships with corpsmembers; listens to personal problems and offers assistance; advises Program Coordinator and Counselors of corps members problems. Helps evaluate progress of assigned corpsmembers; completes simple reports including attendance; recommends and implements minor disciplinary measures.

4. Assumes responsibility, in the Platoon Leaders absence, for the night safety of assigned corpsmembers at sleep; makes periodic fire checks; quiets disturbed wards; reports all sicknesses and disturbances.

5. Transports corps members between locations, i.e., dorms, physical training areas, recreation and various activities.

6. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

Pages 1 of 2 pages

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.

NO RESUMES WILL 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.