

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT # 17-009**

**OPENING DATE: 18 Jan 17    CLOSING DATE: 01 Feb 17    AGENCY: 5701    PIN: 96**

**POSITION: FAMILY ASSISTANCE SPECIALIST**

**STARTING SALARY: \$32,798.79**

**LOCATION OF POSITION: HQS, 155th ABCT, 2705 West Jackson Street, Tupelo, MS 38801.**

**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.**

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***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. A Bachelor's Degree from an accredited college or university in Family Counseling, Behavioral Counseling and one (1) year of related experience.

**OR**

2. Graduation from a standard four (4) year high school or equivalent GED and five (5) years directly related experience.
3. Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
4. Must have a valid state Driver's License. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
5. Ability to communicate ideas effectively, both orally and in writing.

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

1. Provides leadership and management support for FAC operation.
2. Acts as a liaison to the military and local community.
3. Provides military and civilian families assistance and support before, during, and after times of local or national emergency, mobilization, deployment, separation, or evacuation (to include Safe Haven staging operations).
4. Assists service members and families with advance planning and preparations for deployments and extended separations.
5. Develops, implements and evaluates goals and objectives to effectively manage day-to day operations of the FAC.
6. Develops and provides educational material and information relating to extended family separations.
7. Develops readiness publications, plans, marketing, education and training programs.
8. Designs and conducts evaluation systems used to measure the FAC effectiveness.
9. Consults with supporting agencies and military leadership to determine what services are available and to ensure Family programs and services are responsive to the needs of service members and their families.
10. Represents the FAC in contingency and disaster planning.
11. Provides information to the Family Assistance Center Coordinator (FACC) on issues and trends affecting military personnel and their families.
12. Researches family demographics as they relate to family issues and concerns.
13. Inspects FAC facility for safety hazards, fire hazards, maintenance requirements, and housekeeping activities.
14. Compiles reports statistical data required by the SFPD and MSNG.
15. Manages the FAC records, publications, and forms.
16. 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 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.**