

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT # 17-015
(TIME LIMITED)**

OPENING DATE: 25 Jan 17 **CLOSING DATE:** 8 Feb 17 **AGENCY:** 5701 **PIN:** 1006

POSITION: FAMILY READINESS SUPPORT ASSISTANT

STARTING SALARY: \$32,798.00

LOCATION OF POSITION: HQS, 184th Sustainment Command 2126, Ellisville Blvd, Laurel, MS 39440.

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. 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. Responsible for advising and assisting the Major Subordinate Command (MSC) commander on Family Readiness regulations and supporting the development and maintenance of Family Readiness Groups (FRG) throughout the organization.
2. Provide administrative support to the Key Volunteer Team (KVT)/FRG Leadership.
3. Establish and/or update contact information such as telephone trees and e-mail distribution lists.
4. Maintain regular telephonic/electronic contact with FRG leaders, Read Detachment Commanders (RDC) and Family Program staff. The intent is to gather up-to-date information on Family readiness activities and issues.
5. Prepare correspondence, newsletters, flyers, rosters, reports, and requests from draft into final form for signature and mailing or electronic distribution.
6. Assure proper safekeeping, storage, and destruction of office/FRG records, regulations and policies.
7. Monitor suspense dates and processes correspondence through appropriate channels.
8. Attend FRG and steering committee meetings upon request.
9. Maintain volunteer records.
10. Complete monthly activity reports.
11. Perform general office clerical duties in accordance with applicable regulations.
12. Work with local agencies to schedule and coordinate briefings, orientations and workshops on Soldier and Family readiness issues. These duties include coordinating the date and time, facilities, speakers, child-care, etc.
13. Ensure that timely and accurate information is relayed to Soldiers and their Family members appropriate to their needs.
14. Maintain effective communication with Family readiness volunteers to ensure that volunteer forms are properly maintained and volunteer hours are submitted monthly.
15. Publicize changes and updates relating to well-being programs to include health benefits, Family benefits and education, and other information promoting unit Esprit de corps, resilience, and wellness.
16. Act as liaison between the Family Readiness Coordinators and the MSC Commanders.
17. 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).
18. Assists service members and families with advance planning and preparations for deployments and extended separations.
19. Performs other duties as assigned.

AREA OF CONSIDERATION: **OPEN COMPETITIVE**

Ago Form 14-R (Revised 1 Oct 14)

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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.