

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #23-073**

**OPENING DATE: 15 NOV '22    CLOSING DATE: 29 NOV '22    AGENCY: 5701    PIN: 861**

**POSITION: RTLP Range Specialist III**

**STARTING SALARY: \$38,000.00**

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Camp Shelby, MS 39407-5500

**TELEPHONE INQUIRIES:** Mr. Phil Hardy (601) 313-6368 DSN: 293-6368

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to:** [lnewell@mil.ms.gov](mailto:lnewell@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 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. Graduation from a standard four-year high school or GED and three (3) years 'experience with range/target operation/maintenance.
2. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

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

1. Supervise the operation and maintenance of training aids and target devices to include, Target Mechanisms, Computer Operated Stationary Infantry/Armor Target lifters, Moving Infantry/Armor Target lifters, Gunfire Simulators, portable power supplies as well as other target devices.
2. Program computers to support range operations.
3. Instruct units using the proper set-up and operation of all target systems, knowledge of Microsoft Windows and Office Suite (i.e., Excel, Word, and PowerPoint) required.
4. Operate computerized ranges for units as required.
5. Advanced electronics repair of AC/DC, 120V, 240V, and 12V.
6. Supervise the construction, installation and operation of targets and target devices to accommodate ranges.
7. Direct repairs of target protective berms, range roads and other damage caused by live fire exercises.
8. Maintain all danger, warning, and off limit markers/signs for year-round training to include range entry/exit signs.
9. Ensure all dedicated and temporary impact areas are clear or all personnel and equipment prior to the conduct of live fire training.
10. Install targets and target devices to accommodate all live fire events.
11. Performs other related 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 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.ms.ng.mil](http://www.ms.ng.mil), 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.

**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 INVESTIGATION.**