

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-003**

OPENING DATE: 13 JULY '23 CLOSING DATE: 27 JULY '23 AGENCY: 0701 PIN: 37, 43

POSITION: PUBLIC AFFAIRS SPECIALIST II

STARTING SALARY: \$39,457.66

LOCATION OF POSITION: Joint Force Headquarters-Public Affairs Office 1410 Riverside Dr., Jackson, MS 39202

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

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: 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 THE 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 with some college courses towards a degree in journalism **AND** two (2) years of experience and proficiency in journalism, digital still/video acquisition and editing, media relations, product marketing, layout/design, and public information operations.
2. Experience in Art, Graphic Design, Commercial Art, Photography, or related field preferred.
3. Must have extensive experience in social media messaging, marketing, planning and management.
4. Must have a good working knowledge of still photography, videography, storytelling, and AP style writing. **A**

SAMPLE OF PRODUCTS MUST BE SUBMITTED WITH APPLICATION.

5. Must have a basic understanding of military rank structure, Army and Air National Guard mission and vision, and military terminology.
6. Possess a valid driver's license and if authorized to operate a government vehicle, must have the ability to obtain and maintain U.S. Government Motor Vehicle Operators 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. Researches, develops, acquires still imagery, and writes quality news and feature articles for internal publication and external release.
2. Researches, develops, acquires quality video products for air play on Mississippi National Guard websites, social media platforms and for external release.
3. Ensures all web-based material meets all Information Management and Department of Defense security requirements.
4. Provides timely public information, digital still image and video updates to Joint Force Headquarters-MS social media platforms and blogs.
5. Operates various computer programs to include Adobe or Apple still image and video applications, prescribed Microsoft Office software, and various other job-essential programs.
6. Escorts media representatives as required.
7. Assists the Director of Public Affairs in the development and execution of special military ceremonies and events.
8. 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 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.ng.ms.gov; 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 in the Mississippi Army/Air National Guard is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**