STATE OF MISSISSIPPI
invites applications for the position of:

STAFF OFFICER I

---

**SALARY:** $42,492.63 Annually

**OPENING DATE:** 08/18/21

**CLOSING DATE:** 08/24/21 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 61 - RANKIN COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** Some Day Only

**TIME LIMITED POSITION:** Yes

**AGENCY INFORMATION:** This is a time limited position is with Mississippi Emergency Management. The duties and responsibilities of this position may include, but are not limited to, assisting with various annual reports and audits (GAAP, internal controls, Single Audit, State Audit), special projects as assigned which will include exporting, organizing, and summarizing financial data related to federal grants and State funds; experience working with Mississippi’s Accountability System for Government Information and Collaboration (MAGIC); and being proficient with Microsoft Excel. To inquire about this position, please contact Sumar Davis at sbdavis@mems.ms.gov.

**CHARACTERISTICS OF WORK:**

This is technical or administrative work in assisting an administrative superior in formulating, directing, and coordinating a wide variety of a Bureau's functional areas of work. Thorough knowledge is required of the operation of the agency as well as considerable knowledge in the Bureau methods and procedures which are related to the functional areas of work assigned. The work includes responsibility for analyzing administrative problems and requires the exercise of a high degree of independent judgment in the interpretation, application, and enforcement of statutes, rules, regulations, and policies. The incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for a program having significant statewide or regional impact. The incumbent also assists the Bureau Director in determining major policy and provides input into other significant agency operations. Contacts outside the immediate agency require tact and diplomacy in discussing important and controversial subject matter. Employees work under the general supervision of the Bureau Director. Supervision may be exercised over subordinate staff but is not required.

**EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

- Coordinates major projects.
Represents the interests of a Bureau and its programs with other institutions, state officials, and the general public.

Reviews the work of the various sections, branches, and field offices; coordinates their activities and advises them on matters of policy and administration.

Recommends needed regulations, policies, and procedures for proper administration of programs.

Maintains liaison with other agencies, divisions, or departments of municipal, county, state, and federal government.

Participates in fiscal accounting and budgeting activities.

Gives administrative leadership to programs within a Bureau.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

May act in the place of the Bureau Director in his/her absence.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:
A Master's Degree from an accredited four-year college or university;

AND

Experience:
Five (5) years of special experience defined below, two (2) years of which must have been in line or functional administrative or advanced supervision.

OR

Education:
A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:
Six (6) years of special experience defined below, two (2) years of which must have been in line or functional administrative or advanced supervision.
**Substitution Statement:**

Above high school or equivalent (GED or High School Equivalency Diploma), related education and special experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional administrative or advanced supervision.

**Special Experience:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Documentation Required:**

Applicant must attach a valid copy of his/her certification or registration, when applicable.

**ESSENTIAL FUNCTIONS:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Coordinates projects and activities.
2. Makes recommendations and provides leadership for program administration.
3. Maintains effective public relations.
4. Performs special duties as necessary.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://agency.governmentjobs.com/mississippi/default.cfm

210 East Capitol Street  
Suite 800  
Jackson, MS 39201  
601-359-1406  
601-359-1406

jobs@dfa.ms.gov  
An Equal Opportunity Employer
STAFF OFFICER I Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed?
   □ None
   □ GED or High School Equivalency Diploma / High School Diploma
   □ 30 semester hours
   □ Associate's Degree / 60 semester hours
   □ 90 semester hours
   □ Bachelor's Degree
   □ Master's Degree
   □ Specialist Degree
   □ Doctorate Degree

* 2. How many years of special experience do you have? (Refer to the job posting for explanation of special experience.)
   □ No experience
   □ 1 year of experience
   □ 2 years of experience
   □ 3 years of experience
   □ 4 years of experience
   □ 5 years of experience
   □ 6 years of experience
   □ 7 years of experience
   □ 8 years of experience
   □ 9 years of experience
   □ 10 years of experience
   □ More than 10 years

* 3. How many years of experience do you have in line or functional administrative or advanced supervision?
   □ No experience
   □ 1 year of experience
   □ 2 years of experience
   □ 3 years of experience
   □ 4 years of experience
   □ 5 years of experience
   □ 6 years of experience
   □ 7 years of experience
   □ 8 years of experience
   □ 9 years of experience
   □ 10 years of experience
   □ More than 10 years

* Required Question