Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Law Enforcement Officer I

CONTRACT POSITION

Position Open: February 03, 2022 **Position Close:** Until Filled

Salary Range: **$15.00** an hour **25** hours per week during the hours of 6 a.m. – 2:30 p.m.

Location: Campus Police

Position Description:

Duties will be to issue visitor passes at the front gate, assist staff with persons acting aggressive; check buildings after hours and make rounds on campus and properties located off campus. Officer will help provide a safe environment for the employees and persons served by Ellisville State School; Manage the security activities on his/her shift (includes reports, campus rounds, inspections, communications and handling unplanned incidents); responsible for transporting persons and employees to work areas as needed; Handle staff and visitor disturbances and ensure front gate is monitored at all times; Patrol the grounds on and off campus (check state homes, group homes and make sure campground is secure); check buildings on campus including residential dormitories; must participate in monthly and yearly inservices as required and other duties as assigned. Applicant must have a valid Mississippi Drivers License and a safe driving record as outlined in the Ellisville State School Safety Manual.

Education/Experience:

Typically requires possession of a State of Mississippi Law Enforcement Professional Certification within six months of hire. By law, certain Cadets are classified as non-state service until certification is obtained.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Ellisville State School is an Equal Opportunity Employer