

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

NOTICE OF INTERNAL AFFAIRS CONTRACT WORKER POSITION

The Mississippi Department of Marine Resources (MDMR) will accept applications until **10:00 a.m. on December 27, 2022** for the purpose of hiring an **Internal Affairs Contract Worker**.

The minimum qualifications for the position include:

- Bachelor's Degree from an accredited four-year college or university; and,
- Five (5) years of investigative experience including: handling internal disciplinary problems involving employees; managing multiple, concurrent projects; and, conducting internal audits.
- Ability to use Microsoft Excel, Outlook, PowerPoint and Word.
- Substitution Statement: Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma) and fifteen (15) years of investigative experience;
- Other: Possess skills in conflict resolution; problem solving; analytical and critical thinking; strong communication skills both written and verbal; and, possess a strong ability for strategic planning. Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

This position pays \$30.00 per hour with an expected 40 hours per week. Information about this position, instructions for applying, and an Application Form will be available on **December 20, 2022** on the MDMR website at <https://dmr.ms.gov/category/request-for-applications/> and the Mississippi Procurement Portal at https://www.ms.gov/dfa/contract_bid_search. For additional information, please contact Rick Kinnard, Procurement Director at (228) 523-4147 or by email at procurement@dmr.ms.gov.

Applications may be submitted by hand delivery or mail to Rick Kinnard, MDMR, 1141 Bayview Avenue, Biloxi, MS 39530, or by email to procurement@dmr.ms.gov. **The deadline for applying is 10:00 a.m. on December 27, 2022.**

All applications should be marked: **"Application for Internal Affairs Contract Worker Position"**.