



Internal Posting (Internal)

Jackson Municipal Airport Authority's mission is to connect Jackson to the world, and the world to Jackson. If you would like to see your career, take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for including medical, dental, vision, life and disability insurances, generous time off benefits, a rich retirement program and more! JMAA encourages the development of its team members and has an education reimbursement program too. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the role of **Certified Police Corporal**

What traits do we seek? Successful candidates will...

- Essential Duties and Responsibilities:
- Assist Shift Sergeant in the supervision of shifts, special assignments, in support of, and independently in the absence of a Shift Sergeant to maintain a safe and secure airport.
- Allocates the use of department equipment, radios, and vehicles.
- Serves as the lead law enforcement official on site when officers of superior rank are off duty. Makes crucial decisions to call other airport personnel to the site. Informs a superior of all incidents.
- Responds to emergencies and other incidents on airport property. Recommends and coordinates responses to critical incidents regarding decisions to involve other outside agencies as appropriate, including other local law enforcement departments, state agencies, and federal authorities.
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- Essential Duties and Responsibilities (cont.):
- Assists with the development of a departmental staff training program and may serve in leadership or teaching roles. Responsible for assisting with training documentation and files.
- Responds to incidents and accidents on airport property to ensure proper enforcement of applicable local, state, or federal regulations and/or laws. Uses appropriate judgment in applying rules, and regulations and discretion in dealing with the public. As needed, coordinates the transport of prisoners and court appearances.

- Serves as a representative of the airport's commitment to customer service to the public, airport staff, governmental agencies, and tenants. Assists with the coordination of security efforts required for special events.
- In support of the Department of Operations and Security, provides general monitoring and inspection of airport grounds, including the terminal, airport facilities, security check points, traffic, parking lot, entrances and exits to the airport, as well as property used for development or other uses.
- Ensures passenger safety and compliance with safety and security programs.
- Responsible for the preparation and maintenance of records, citations, and other departmental documentation.
- Coordinates the transfer of appropriate documentation to cooperating entities.
- Coordinates police activities with the communications staff and the Air National Guard.
- Performs other duties as required to ensure safety and security at the airport.

What Do You Get to Do? You will...

- Use firearms and other modern police equipment.
- Supervise and coordinate the work of sworn and non-sworn personnel.
- Train and evaluate staff.
- Interpret and explain Airport and Public Safety Department policies and procedures.
- Prepare clear and concise police records and reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Analyze situations quickly and objectively and determine proper course of action.
- Use good judgment in emergency situations.
- Work irregular hours including weekends and holidays.
- Meet and deal with the public tactfully and effectively.
- Communicate clearly and concisely, both orally and in writing.

Maintain physical condition appropriate to the performance of assigned duties which may include the following:

- effective arrests
- subduing resisting individuals
- running, walking, crouching, or crawling
- operating assigned equipment and vehicles
- performing life -saving and rescue procedures.

Maintain mental capacity which allows the capabilities to:

- exercise sound judgment and rational thinking in emergency or dangerous situations
- evaluate various options and alternatives and choose an appropriate and reasonable course of action.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience/Training:

Three years of law enforcement experience as a police or law enforcement officer, which includes at least 6 months experience in airport law enforcement.

Education:

- High School diploma or GED.

License or Certificate:

- Possession of an appropriate, valid Mississippi driver's license.
- Possession of Certification as a Peace Officer issued by the Board of Law Enforcement Officer Standards and Training.
- Ability to acquire and maintain at least Class 2 Aircraft Operation Area (AOA) driving privileges and a badge that provides access to SIDA, sterile areas and any other secured area of Airport property required to perform assigned duties.

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include **"Certified Police Corporal,"** in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.

EOE, M/F, D/V

APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Last Name		First Name	MI
Check one:	Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Check one:	Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single

Check one of the following:

<input type="checkbox"/> White	<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other Specify: _____

How did you hear about us? Check one of the following:

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College/Tech School	<input type="checkbox"/> Other Specify: _____



100 INTERNATIONAL DRIVE, SUITE 300
JACKSON, MISSISSIPPI 39208

Application for Employment
(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **Certified Police Corporal**

ADVERTISEMENT PERIOD:

Personal:

Last Name		First Name		MI
Address				
City		State	Zip	
Social Security #				
Home Phone # ()		Alternate Phone # ()		
Driver License #		Class	Expiration	State

When will you be available to begin if selected for the position?

Are you available to work shifts? Yes ☐ No ☐

Are you authorized to work in the U.S. on an unrestricted basis? Yes ☐ No ☐

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes ☐ No ☐

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? Yes ☐ No ☐

If yes, state nature of offense, when, where and disposition

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes ☐ No ☐

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid driver's license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

Education & Training													
	High School				College/Technical/Business				Graduate School				
School Name & Location													
Years Completed (circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
Diploma/Degree (Verification of education required Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

Your Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

References:

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

Applicant's Statement

I certify those answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I agree, upon request, to sign all necessary authorization and consent forms.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



Jackson Municipal Airport Authority

Human Resources Department
Post Office Box 98109
Jackson, MS 39298-8109
Fax: (601) 664-3514

Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this [authorization](#), and request you to release the information requested.

Please print all information legibly with black ink.

Full Name		Social Security #	
Current Address			
City		State	Zip Code
Telephone # (Day)		Telephone # (Evening)	
Signature of Applicant		Date	