



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health is seeking to fill an Administrative Support Assistant II position within the Warren County Health Department. The Mississippi State Department of Health was established to protect and advance health throughout Mississippi.

Under the supervision of the Administrative Support Team Lead, this position will provide routine clerical duties and support at the county health department, including but not limited to, answering the telephone, directing calls to appropriate staff, greeting clients, registering, and exiting patients, data entry and other assigned duties. Must provide excellent customer service. Daytime travel (reimbursed) to other locations may be required. Employees at this level are required to become familiar with other applicable programs and processes of the health department to perform this work.

Salary Range: \$24,023.49 to \$32,792.06

Location(s): Clinic with routine County travel.

Qualifications:

- High School Diploma or equivalent
- 5-7 years of experience
- OCCU: 9027
- Pay Grade: MS09

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application (<http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>) and resume to:

The Mississippi State Department of Health
Office of Human Resources
Attn: Lisha Jones
P.O. Box 1700
Jackson, MS 39215
FAX (601) 576-8067

MSDH is an Equal Opportunity Employer