



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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

**Job Responsibilities:** This position will functionally serve under the supervision of the Office Manager. 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.

**To be Successful:** Candidate should demonstrate good communication skills, leadership skills, customer service and have good rapport with patients and the public.

**Salary Range:** \$24,023.49 - \$32,792.06

**Schedule:** 40 hours/week

**Location(s):** Base will be in Hinds county with routine travel.

**Preferred Qualifications:** Typically requires a high school diploma or equivalent and 1-3 years of experience.

**Reference Job Action #:** 17408

**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 and/or résumé through [MSDH Online Application](#).

***MSDH is an Equal Opportunity Employer***