



About the Position: The Mississippi State Department of Health, Southern Public Health Region, is seeking to fill an Administrative Support Assistant II (WIC Clerk) vacancy at the Jackson County Health Department in Pascagoula, MS.

Job Responsibilities: The Administrative Support Assistant II (WIC Clerk) responsibilities include routine clerical duties and support for the local county health department including, but not limited to, answering the telephone and directing calls to appropriate staff, greeting clients, registering and exiting patients, data entry, and other duties as assigned. Must provide excellent customer service. Employees are required to become familiar with other applicable programs, procedures, and processes of the health department to perform this work. The Administrative Support Assistant II is a Second-level Administrative Support incumbent who performs a variety of clerical, printing, and mail related tasks in support of a work unit. Employees at this level are required to be familiar with the knowledge of the procedures and processes applicable to the performance of the work.

To be Successful: Candidate should have excellent multitasking, organizational, and communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients as needed.

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

Schedule: 40 hours/week

Location(s): Jackson County with routine travel within the district, if needed.

Preferred Qualifications: Requires High School Diploma or equivalent and 1-3 years of experience.

Reference Job Action# 17023

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