



About the Position: The Mississippi State Department of Health is seeking to fill a Legal Assistant II position in Hinds County.

Job Responsibilities: The Legal Assistant II position is responsible for carrying out employee relations investigations and serving as a liaison between employees, department heads, and senior management. This role provides guidance to employees on compliance-related issues and ensures adherence to established protocols for employee testing, including reasonable suspicion drug and alcohol testing. Responsible for documentation of all interactions during investigations, drafts disciplinary and investigative reports, and collaborates with the Legal Department to communicate requirements related to HR legal, regulatory, and compliance programs. Additionally, this position will stay informed of legislative and regulatory changes affecting employee relations and ensure that HR systems, policies, and practices are updated accordingly. This position also involves researching changes in laws and regulations, analyzing their impact on the organization, and performing other duties as assigned.

To be Successful: Successful employees must demonstrate excellent multitasking, organizational, time management and written and verbal communication skills. A strong understanding of MSPB policies, as well as State and Federal laws including FMLA, ADA and EEOC regulations. Employees are expected to effectively prioritize tasks to meet deadlines, maintain exceptional attention to detail and contribute positively as part of a collaborative team.

Salary Range: \$33,600.00 - \$50,450.40

Directly related experience and advanced education will be considered for any salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Hinds County

Preferred Qualifications: Typically requires a High School Diploma or high school equivalency and 2-4 years of related experience.

Reference Job Action # 78728

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