



MISSISSIPPI STATE DEPARTMENT OF HEALTH

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

Under the supervision of the Office Manager, this position will provide routine clerical duties and support for the WIC program 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 (reimburse) 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 \$31,530.83

**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>) to:

The Mississippi State Department of Health

Office of Human Resources

Attn: Stephanie Kelly

P.O. Box 1700

Jackson, MS 39215

FAX (601) 576-8067

To learn more about the Mississippi State Department of Health, please visit our website @ <http://www.msdh.state.ms.us/>.

*MSDH is an Equal Opportunity Employer*