



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Maternal and Infant Health Bureau, is seeking to fill a Admin. Support Assistant IV vacancy. This is an administrative support position accountable for serving as a office manager for the program. This is advanced-level vocational work which involves performing a variety of complex administrative duties in carrying out the department's program. The work requires independent judgement in the interpretation, application and enforcement of statues, rules, regulations and polices.

The administrative assistant will assist the program director and staff in the Maternal and Infant Health Bureau. This position will be responsible for office management, ordering supplies, processing payments and other support as needed.

**Salary Range:** \$28,542.30 - \$37,461.17 Based on education and experience

**Location(s):** Hinds County/Central Office

**Qualifications:** High School Diploma and 3-5 years experience Nurse.

**How to apply:** Interested applicants should submit: 1) Cover letter indicating the title and location(s) for the area in 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:

Mississippi State Department of Health  
Office of Human Resources  
Attn: Southern Region Administrator  
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 at <http://www.msdh.state.ms.us>.