



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health's **Montgomery County Health Department** is seeking to fill **Admin Support Assistant II (Contractor)** vacancy. The Mississippi State Department of Health's mission is to protect and advance the health, well-being, and safety of everyone in Mississippi.

The **Admin Support Assistant II (Contractor)** provides routine clerical duties and support for 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 is required. Employees at this level are required to become familiar with other applicable programs and processes of the health department to perform this work.

Rate of Pay: \$11.55/hour for up to 40 hours per week

Contract Period: July 1, 2024 – June 30, 2025

Location(s): Montgomery, Carroll counties (Routine travel is required.)

Qualifications: High School Diploma or equivalent and 1 – 3 years of experience

How to Apply: Interested applicants should submit a résumé to:

The Mississippi State Department of Health
Montgomery County Health Department
Attn: Lucrista Griffin, Adm Support Team Leader

Phone: 662-283-3655/662-237-9224

FAX (662) 283-2528

To learn more about the Mississippi State Department of Health, please visit our website at <https://www.msdh.ms.gov>.

MSDH is an Equal Opportunity Employer.