



## MISSISSIPPI STATE DEPARTMENT OF HEALTH

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The Mississippi State Department of Health's **Quitman County Health Department** is seeking to fill **Admin Support Assistant II** 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** 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.

**Salary Range:** \$24,023.49 - \$32,792.06 - Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary

**Location(s):** Quitman County (Routine travel is required.)

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

**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* [Microsoft Word - APPLICATION WORD TEMPLATE 2 2012 - Modified 4-23-12 \(ms.gov\)](#) and resume to:

The Mississippi State Department of Health  
**Becky Horton, RN**  
District Operations Director  
**Delta Public Health Region - Greenwood**  
701 Yalobusha Street  
Greenwood, MS 38930  
(O) 662-453-4563  
(F) 662-453-4592  
(C) 769-268-5507

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

***MSDH is an Equal Opportunity Employer.***