The MS State Department Health, Rankin County Health Department is seeking to fill an Admin Support Assistant II (Health Information Clerk) vacancy. Second-level Administrative Support incumbents perform a variety of clerical, printing, and mail related tasks in support of a work unit. Employees at this level are required to be familiar with the knowledge of the procedures and processes applicable to the performance of the work.

The Health Information Clerk will Provide 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 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 – Directly related experience and advanced education will be considered for additional salary increases beyond the starting salary

Location(s): (1) Rankin County

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 (http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf) and resume to:

The Mississippi State Department of Health
Office of Human Resources
Attn: Central 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 @ http://www.msdh.state.ms.us/

MSDH is an Equal Opportunity Employer