



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Mississippi State Department of Health, Southern Public Health Region, is seeking to fill an Administrative Support Assistant II (Clerk) vacancy at the Marion County Health Department in Columbia, MS.

The Administrative Support Assistant II (Clerk) responsibilities include: Routine clerical duties and support for the local county health department including, but not limited to, answering the telephone and directing calls to appropriate staff, greeting clients, registering and exiting patients, data entry, and other duties as assigned. Must provide excellent customer service. Employees are required to become familiar with other applicable programs, procedures, and processes of the health department to perform this work. Administrative Support Assistant IIs are Second-level Administrative Support incumbents who 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.

To be successful a candidate should have excellent multitasking, organizational, and communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients as needed.

Salary Range: \$24,023.49 - \$36,071.26

Location(s): Marion county with routine travel within the district, if needed.

Qualifications: Typically requires High School Diploma or equivalent and 1-3 years of experience.

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* (<https://www.governmentjobs.com/careers/mississippi>).

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>.

MSDH is an Equal Opportunity Employer

Southern Public Health Region
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