



## **MISSISSIPPI STATE DEPARTMENT OF HEALTH**

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The Mississippi State Department of Health's **Desoto (Hernando) County Health Department** is seeking to fill an **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: \$12.71/hour for up to 32 hours per week**

**Contract Period: July 1, 2025 – June 30, 2026**

**Location(s):** Desoto County (Hernando)

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

**How to Apply:** Interested applicants should submit resume via email or fax to:

Lakisha Walton, District Nutritionist Supervisor  
Email: [lakisha.walton@msdh.ms.gov](mailto:lakisha.walton@msdh.ms.gov)  
Phone: 662-360-1756  
**FAX (662) 360-1755**

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

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