



About the Position: The Mississippi State Department of Health is seeking to fill an Admin Support Assistant II position at the Warren County Health Department.

Job Responsibilities: This position will be responsible for providing 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.

To be Successful: Candidate should demonstrate good communication skills, leadership skills, customer service, good rapport with patients and the public.

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.

Schedule: 40 hours/week

Location(s): Warren County Health Department

Preferred Qualifications: Requires High School Diploma or equivalent and 1-3 years of experience.

Reference Job Action #: 17415

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 and/or résumé through [MSDH Online Application](#).

MSDH is an Equal Opportunity Employer