



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**About the Position:** The Mississippi State Department of Health, Southern Public Health Region, is seeking to fill an Administrative Support Assistant II (Clerk) vacancy at the Adams County Health Department in Natchez, MS.

**Job Responsibilities:** The Administrative Support Assistant II (Clerk) responsibilities will include clerical duties and support for the local county health department. This position will be 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. This position is a Second-level Administrative Support incumbent who will 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:** Candidate should demonstrate 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 - \$32,792.06

**Schedule:** 40 hours/week

**Location(s):** Adams County with routine travel within the district, if needed.

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

**Reference Job Action #:** 17085

**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***