



About the Position: The Mississippi State Department of Health is seeking to fill an Administrative Support Assistant II position at the Leake County Health Department in Carthage, MS.

Job Responsibilities: The Administrative Support Assistant II responsibilities will 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: Successful employees need to have excellent multitasking, organizational, leadership and communication skills. Employees must prioritize work to meet deadlines and be an effective team player. Ability to develop good rapport with patients and the public. Need to have knowledge of MSDH programs and use that knowledge effectively to assist clients and/or patients.

Salary Range: \$24,023.49 - \$32,792.06

Directly related experience and advanced education will be considered for any salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Leake County (travel within the District, as needed)

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

Reference Job Action # 17895

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