



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

Job Responsibilities: The Administrative Support Assistant III will work under the supervision of the Office Manager. This position will provide routine clerical duties and support at 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. In addition, this employee will develop or assist with communications whenever there may be language barriers in the delivery of services to patients or clients. Must provide excellent customer service. Daytime travel (reimbursed) to other locations may be required. Employees at this level are required to have a knowledge of the procedures and processes applicable to the performance of the work and to organize their work on a daily or weekly basis by exercising independence and judgment that is greater than lower-level positions. May provide work direction to lower-level positions.

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: \$26,185.60 - \$35,743.34

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 2-4 years of experience. Bilingual preferred.

Reference Job Action # 18370

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