

PLEASE POST

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TO: ALL ESMH EMPLOYEES/OUTSIDE APPLICANTS

FROM: HUMAN RESOURCES

DATE: March 31, 2025

RE: VACANT ADMIN SUPPORT ASSISTANT IV

The Human Resources Office is now accepting applications for an Administrative Support Assistant IV to be assigned to the Fire and Safety Division.

SALARY: Annually \$28,542.30
Monthly \$ 2,378.53

WORKING HOURS: Monday – Friday
8:00 a.m. to 5:00 p.m.

EDUCATIONAL REQUIREMENTS/POSITION REQUIREMENTS:

High School Diploma or equivalent and 3 – 5 years of experience.

PREFERRED EXPERIENCE IN THE FOLLOWING:

- Provide clerical and support functions in the daily operations of the Division, including managing timekeeping reports, maintaining division inventory, ordering supplies, etc.
- Provide Data support to the department
- Compile and assemble data for divisional reports and may draft individual and divisional correspondence
- Provide clerical and organizational support for special projects, work groups, or other duties assigned by the Department Director
- Will demonstrate professional communication skills and standards of office etiquette when dealing with others
- Professional communication skills and office etiquette
- Organizational skills and support for special projects

Anyone who meets the qualifications and wants to apply should apply at www.mspb.ms.gov no later than the close of business, **Wednesday, April 7, 2025**. Applicants who do not meet qualifications will not be offered an interview. For more information contact Blessa Jordan @ 601-581-7887.