

PLEASE POST

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TO: ALL EMSH EMPLOYEES/OUTSIDE APPLICANTS

FROM: HUMAN RESOURCES

DATE: February 13, 2025

RE: VACANT ADMINISTRATIVE SUPPORT ASSISTANT III

The Human Resources Office is now accepting applications for a vacant Administrative Support Assistant III to be assigned to Professional Development.

**SALARY: Annually \$26,185.60
 Monthly \$2,182.13 / \$ 12.55 Hourly**

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

EDUCATIONAL REQUIREMENTS/POSITION REQUIREMENTS:

Requires a High School Diploma or equivalent and 2-4 years of experience.

PREFERRED EXPERIENCE IN THE FOLLOWING:

- **Performs a variety of important administrative and clerical duties in developing and carrying out departmental programs**
- **Tasks/duties may also include the following: Draft/type correspondence and other documents. Transcribing minutes from various meetings and distribute reports.**
- **Receive and distribute mail.**
- **Compile and assemble data for reports.**
- **Maintain department files and records.**
- **Order and receive supplies.**
- **Maintain timekeeping daily forms for the department.**
- **Other duties as signed by the hospital or department director, Annual Inservice**
- **Assist with management of the Program Records.**
- **Enter course information into the DMH Staff Training Database.**
- **Create reports as needed for division director, HR, Joint Commission, etc.**

Anyone who meets the qualifications and wants to apply should go to www.mspb.gov by February 28, 2025. For more information call Delores Davis at 601-581-7845.