

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

**Administrative Assistant, VI
Bureau of Intellectual and Developmental Disabilities**

This position is available in the MS Department of Mental Health's Bureau of Intellectual and Developmental Disabilities. This position will be responsible for administrative support to the Bureau. Responsibilities include but are not limited to: general clerical duties, photocopying, mail distribution, filing, and purchase orders/travel/etc.; organize and schedule meetings including room requests and accommodations for displays and other needs of the Bureau at meeting venues; manage Bureau calendar; assist with the operational duties for the Bureau of IDD programs; field calls and requests from people interested and in need of services; serve as back-up for switchboard telephone calls as needed; receive and compile documents and reports from facilities, cash requests, and Medicaid 260 packets; take minutes while attending the IDD Advisory Council, Mississippi Autism Advisory Committee, and IDD Transition Workgroup meetings; transcribe and disseminate minutes from those meetings in a timely manner.

Preference will be given to those with:

- ❖ Working knowledge IDD services and programs offered through DMH
- ❖ Experience in developing reports and preparing minutes
- ❖ Strong organizational skills and the ability to multi-task
- ❖ Time management skills and the ability to prioritize work
- ❖ Excellent communication skills – written and verbal

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university; AND

Experience:

Three (3) years of experience related to the above described duties.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university; AND

Experience:

Four (4) years of experience related to the above described duties.

OR

Education:

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma); AND

Experience:

Eight (8) years of experience related to the above described duties.

Salary: \$31,419.10

Deadline to apply: February 28, 2020

Interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244 or via e-mail at Toni.Johnson@dmh.ms.gov.