

**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**

**Admin Support Assistant IV  
Mississippi Council on Developmental Disabilities**

This position is available in the MS Council on Developmental Disabilities which is part of the Department of Mental Health Central Office. This position will be supporting the DD Council in an administrative capacity. This position is responsible for maintaining office files, managing front office desk responsibilities inclusive of answering the phone, greeting guests, ordering supplies or printing, submitting invoices, preparing letters and mailouts, and other general clerical work.

Additional specific duties will include scheduling meetings, drafting meeting agendas, gathering materials needed for meetings, and completing minutes from the meetings. Duties also include preparing travel authorization forms, arranging flights, preparing forms for reimbursements, corresponding with Council members, processing sponsorships for the conference, compiling data, editing the Mississippi Community Resource Directory and other related Council duties.

**Preference will be given to those with:**

- ◆ Proficiency in computer programs such as Excel, PowerPoint, Outlook, Word, and Adobe.
- ◆ Excellent organizational, multi-tasking, and interpersonal skills.
- ◆ Excellent verbal and written communication skills.
- ◆ Working knowledge about the Mississippi Department of Mental Health.
- ◆ Experience and/or working knowledge of IDD services.
- ◆ Effective team player with phone etiquette and call management skills.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

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

**Experience:**

Three to Five (3-5) years of experience related to the above-described duties,

**Start Salary:** \$28,542.30

**Deadline to apply:** July 8, 2022

Please submit your resume' to [Toni.Johnson@dmh.ms.gov](mailto:Toni.Johnson@dmh.ms.gov). 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](mailto:Toni.Johnson@dmh.ms.gov).