

# CONTRACTUAL ANNOUNCEMENT

**OPEN DATE:** FEBRUARY 13, 2018  
**POSITION:** SWITCHBOARD OPERATOR  
**LOCATION:** CMCF  
**SALARY:** \$9.86 HOURLY  
**CLOSING DATE:** FEBRUARY 21, 2018

## **JOB SUMMARY:**

This is proficiency level work involving skilled operation of a Private Branch Exchange (PBX) switchboard console in a correctional facility. Fundamental duties will be to answer incoming and outgoing telephone calls at the facility switchboard & control room, keep records of all counts, radio counts facility wide and the performance of other clerical tasks related to switchboard operation.

## **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

### **Education:**

Graduation from a standard four-year high school or equivalent (GED) and at least 6 months related work experience;

### **Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

### **How to apply:**

Interested applicants should submit their resume' no later than FEBRUARY 21, 2018 to: [mdocrecruitment@mdoc.state.ms.us](mailto:mdocrecruitment@mdoc.state.ms.us)

Personnel Services Division  
633 N. State Street  
Jackson, MS 39202  
(601) 359-5696  
(601) 359-5612 (Fax)