

CONTRACTUAL ANNOUNCEMENT

OPEN DATE: FEBRUARY 12, 2018
POSITION: PROFESSIONAL HUMAN RESOURCES ASSISTANT
LOCATION: PERSONNEL OFFICE-CENTRAL OFFICE
SALARY: \$11.68 HOURLY
CLOSING DATE: FEBRUARY 20, 2018

JOB SUMMARY:

This is professional entry-level administrative work in which the incumbent functions as the administrative support to the director of a division in Human Resources or the Human Resources Director. The incumbent will be responsible for maintaining confidential files; providing employees, applicants and visitors with accurate information regarding functions of the division or department; maintaining applicant and/or employee databases.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Two (2) years of study at an accredited two-year or four-year college or university and one (1) year experience performing work related to the above described duties;

OR

Graduation from a standard four-year high school or equivalent (GED) and two (2) years of experience performing work related to the above described duties.

Essential Requirements: Must pass typing test with minimum of 35 wpm and demonstrate advanced level of skill in Microsoft Excel.

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 20, 2018 to: mdocrecruitment@mdoc.state.ms.us

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(601) 359-5696
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