

**EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
(Hinds County)**

POSITION ANNOUNCEMENT

**ADMIN ASSISTANT VII
OFFICE OF ACCOUNTING
NON-STATE, TIME-LIMITED POSITION**

Starting Salary: \$34,404.06

The Mississippi Department of Education is seeking an Admin Assistant VII for the Office of Accounting. Position will require the candidate to be adept in technology, detail-oriented, excellent verbal and written communication skills, and good time management skills.

CHARACTERISTICS OF WORK:

This is administrative, analytical work involved in formulating and directing the activities of an institution, department or agency. The work includes assisting and advising an administrative superior regarding activities to be undertaken, directing and supervising specific phases of operations, and performing a variety of important administrative duties in developing and carrying out departmental programs. The work also includes responsibility for analyzing administrative problems and the exercise of a high degree of independent judgement in the establishment, interpretation, application, and enforcement of statutes, rules, regulations, and policies usually on behalf of an administrative superior. Incumbents usually work under the general supervision of the head of the institution, department or agency. The work is subject to review through conference, personal inspection, and written reports for conformity with established policies, rules, and regulations.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; **AND** four (4) years of experience in work related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university; **AND** five (5) years of experience in work related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** nine (9) years of experience in work related to the described duties.

SUBSTITUTION STATEMENT:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis.

Applicants must apply online at www.mspsb.ms.gov. (To inquire about this position, please contact Shelia Franklin-Buie at SFBuie@mdek12.org.)

The deadline for application submission is October 20, 2021. Applicants selected for an interview will be contacted by phone.