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

POSITION ANNOUNCEMENT

SECRETARY PRINCIPAL
(NON-STATE, PART-TIME)
SIMPSON COUNTY
OFFICE OF COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT

Starting Salary: $20,522.69
(Part-Time position, salary will be pro-rated based on hours worked)

The Mississippi Department of Education is seeking a Secretary Principal for the Office of Compulsory School Attendance Enforcement.

CHARACTERISTICS OF WORK:

The incumbent functions as the principal clerical support to one individual and, in some cases, to the subordinate staff of that individual, normally at the division and bureau levels of the organization. The work is generally routine or standardized, but involves a choice of action within limits defined by sound clerical practices. When required, comprehensive, detailed instructions or directions are received from the supervisor. Contacts with persons within or outside the agency are frequent and involve the exchange of routine, factual information. The incumbent may exercise direct line supervision over one subordinate employee.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

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

AND

One (1) year of experience in work related to the above described examples.

SUBSTITUTION STATEMENT:

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

Applicants must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Dr. LaRenda Harrison at lharrison@mdek12.org.)

The deadline for application submission is September 3, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)