ADMIN SUPPORT ASSISTANT IV
OFFICE OF SAFE AND ORDERLY SCHOOLS

Salary Range: $28,543.00 - $35,677.00
Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking an Admin Support Assistant IV for the Office of Safe and Orderly Schools.

This is advanced-level vocational work which involves performing a variety of complex administrative duties in developing and carrying out departmental programs. The work includes responsibility for analyzing administrative problems, and requires independent judgment in the interpretation, application and enforcement of statutes, rules, regulations, and policies.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires High School Diploma or equivalent and 3-5 years of experience.

APPLY
• Visit Mississippi State Personnel Board to apply
• Deadline: June 24, 2022

BENEFITS
• mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES
• Brian McGairty
  bmcgairty@mdek12.org
  601-359-1028