



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

ADMIN SUPPORT ASSISTANT II

(NOXUBEE COUNTY)

OFFICE OF COMPULSORY SCHOOL ATTENDANCE AND ENFORCEMENT

Salary Range: \$24,023.29 - \$34,683.92

This is a part-time position, and the salary will be pro-rated based on the hours worked. The salary will be commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking to employ an Admin Support Assistant II in the Office of Compulsory School Attendance Enforcement. This position is in Noxubee County. In this position, second-level Administrative Support incumbents perform a variety of clerical, printing, and mail related tasks in support of a work unit. Employees at this level are required to be familiar with the knowledge of the procedures and processes applicable to the performance of the work.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires High School Diploma or equivalent and 1-3 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: April 25, 2024

BENEFITS

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

INQUIRIES

- Dr. Armerita Tell
atell@mdek12.org
601-359-5743



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