



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

# ADMIN SUPPORT ASSISTANT IV

## OFFICE OF COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT AND DROPOUT PREVENTION

**Salary Range: \$28,542.30 - \$39,960.24**

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 Compulsory School Attendance and Dropout Prevention.

### RESPONSIBILITIES:

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.

The incumbent in this position will screen incoming calls and visitors, process monthly timesheets/leave via SPHARS, maintain documentation, schedule, and arrange travel plans, verify travel, and perform other duties assigned. This position will require good organizational skills, the ability to multi-task, along with excellent time-management and problem-solving skills. The incumbent must perform work with a high degree of accuracy and pay attention to detail while meeting internal and external deadlines. Excellent written and oral communication skills are required for this position.

### 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 28, 2024

#### BENEFITS



- [mdek12.org/OHR/MDE-Employee-Benefits](https://mdek12.org/OHR/MDE-Employee-Benefits)

#### INQUIRIES



- Dr. Armerita Tell  
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