



STATE OF MISSISSIPPI
invites applications for the position of:
Admin Assistant IV

SALARY: \$26,152.98 Annually

OPENING DATE: 06/10/21

CLOSING DATE: 06/14/21 11:59 PM

JOB TYPE: Full-Time

LOCATION: 61 - RANKIN COUNTY

SHIFT SCHEDULE: Day Shift Only

TRAVEL SCHEDULE: Some Day Only

TIME LIMITED POSITION: Yes

AGENCY INFORMATION: This is a time limited position with the Mississippi Emergency Management Agency (MEMA) which is recruiting for an Administrative Assistant IV in the Office of Preparedness. To inquire about this position, please contact Loretta Thorpe at lthorpe@mema.ms.gov.

CHARACTERISTICS OF WORK:

This is administrative work which involves assisting in formulating and directing the activities of an agency, division, institution, or department. Incumbents perform a variety of important administrative duties in developing and carrying out departmental programs. The work includes responsibility for analyzing administrative problems, and requires the exercise of a high degree of independent judgment in the establishment, interpretation, application and enforcement of statutes, rules, regulations, and policies. Incumbents work under the supervision of an agency, division, institution, or department head who assigns their duties or responsibilities and delegates authority. The work is subject to general review through conferences, post audits, personal inspections, and written reports for conformity with established policies and delineated areas of discretion.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Drafts and/or types correspondence.

Receives and distributes mail.

Receives incoming telephone calls.

Retrieves and updates information.

Maintains calendar of events and personal agendas.

Uses basic office equipment including a copy machine, computer, typewriter, fax machine and calculator in performing office supporting functions.

Maintains department files, records and inventory.

Reads and interprets related policies, regulations, statutes, and general project/program information.

Organizes and schedules meetings.

Coordinates project/program activities.

Prepares and disseminates written and verbal information on projects/programs.

Reviews and assesses program status.

Serves as a liaison to department personnel, other public and private agencies and/or the general public.

Researches and collects requested information.

Exercises judgement in solving routine problems.

Coordinates activities of staff based on project/program needs.

Assigns work to staff.

Reviews the work of staff for quality and accuracy.

May serve on behalf of the administrative superior in his/her absence.

Prepares and/or generates reports.

Processes requests and requisitions.

Completes various forms related to office activities.

Prepares and maintains financial documents.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's degree from an accredited four-year college or university;

AND**Experience:**

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

OR**Education:**

A Bachelor's Degree from an accredited four-year college or university;

AND**Experience:**

Two (2) years of experience in work related to the described duties.

OR**Education:**

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

AND**Experience:**

Six (6) years of experience in work related to the above 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.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists administrative superior by performing and overseeing a variety of clerical functions.
2. Assists in the management and organization of special projects/programs, which includes serving as a liaison to agency personnel, to other public and private agencies, and/or to the general public.
3. Assists and coordinates the activities of office staff.
4. Performs administrative tasks including preparing reports, maintaining general accounts, and processing other departmental paperwork.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/mississippi/default.cfm>

Position #0013-7210-20210610RA
ADMIN ASSISTANT IV
C1

210 East Capitol Street
Suite 800
Jackson, MS 39201
601-359-1406
601-359-1406

jobs@dfa.ms.gov

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Admin Assistant IV Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed?

- None
- GED or High School Equivalency Diploma / High School Diploma
- 1 year / 30 semester hours
- Associate's Degree/2 yrs/60 semester hours
- 3 years / 90 semester hours
- Bachelor's Degree
- Master's Degree
- Specialist Degree
- Doctorate Degree

* 2. How many years of related experience do you have?

- No experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years of experience
- 8 years of experience
- 9 years of experience
- 10 years of experience
- More than 10 years

* Required Question