

Position	Admin Assistant III
Library/City	Mississippi Library Commission - Jackson, MS
Date Posted	
Date Expires	11/01/2021
Date Available	
Responsibilities	<p>This is advanced staff work of a varied nature as assistant to an administrative officer. Incumbents in this classification perform responsible administrative duties involving the exercise of independent judgment. The work includes devising and installing new work methods; interpreting rules and procedures; and planning, assigning and reviewing the work of technical and clerical employees performing general or specialized activities. The incumbent's work is subject to general review through conferences, post audits, personal inspection, and written reports for conformity to established policies and procedures.</p> <p>Examples of Work: Examples of work performed in this classification include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Maintains files, records, and inventory. Directs incoming phone calls. Distributes mail. Coordinates office calendar. Types correspondence and other documents. Directs walk-in clients and/or visitors. Compiles and assembles data for reports. Communicates to a variety of individuals (inside and outside the agency) in the retrieval and disbursement of information. Recommends ideas for improving department/office operations. Organizes special events and/or meetings. Maintains general accounts. Drafts individual and department correspondence. Assists with the preparation of budgets. Completes and/or reviews requisition for supplies.

Supervises the collection of information.

Performs and monitors various clerical activities.

Coordinates project/program activities.

Organizes meetings with agency personnel and other individuals involved in special projects/programs.

Serves as liaison, communicating with persons inside and outside the agency.

Represents the administrative superior as requested.

Performs related or similar duties as required or assigned.

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 in performing clerical functions.
2. Assists in the management of special projects/programs as assigned, which includes serving as a liaison to agency superiors, to other public and private agencies, and/or to the general public.
3. Provides assistance to supporting office staff in performing daily activities.
4. Performs administrative tasks including preparing reports, maintaining general accounts, and processing other departmental paperwork.

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.

OR

Education:

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

AND

Requirements

Experience:

One (1) Year 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:

Five (5) Years of experience in work related to the 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.

Salary: \$23,798.97 / Year

Health/Prescription Insurance

Eligible employees have the opportunity to participate in the state's health and prescription insurance program. Employees may select either single or family coverage with affordable co-payments. More detail can be found at Know Your Benefits.

Wellness Benefits

Employees are eligible for a wellness and health promotion program. This plan provides annual benefits for certain services with first-dollar coverage with no deductible.

Life Insurance

All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000. More detail can be found at Life Insurance Choices.

Optional Insurances

Many agencies offer discounted premiums for dental, vision, and cancer insurance.

Flexible Spending Accounts

Many state agencies provide opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare expenses and unreimbursed medical expenses prior to application of state and federal taxes.

Paid Personal Leave and Sick Leave

Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave annually and 12 days of sick leave annually.

Military Leave

In accordance with federal law, all employees serving in the armed forces or the military

Salary & Benefits

reserves are entitled to 15 days per year for military training.

Holidays

Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

Retirement Programs

The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information regarding the State's retirement program can be found at <http://www.pers.state.ms.us>

Deferred Compensation

State agencies offer several opportunities for their employees to participate in a deferred compensation voluntary retirement savings plan. More information can be found at Deferred Compensation.

State Credit Union

All state employees are eligible to participate in the Mississippi Public Employees' Credit Union. This organization offers state employees special savings and borrowing plans. For more information about this program, call 601.948.8191.

Tuition Reimbursement

Many state agencies provide opportunities for their employees to achieve higher education through tuition reimbursement. Common programs include medical and nursing fields, accounting, and business/administrative fields.

Career Development and Training

The Mississippi State Personnel Board offers several management and administrative certification programs, as well as professional development courses to enhance employee value to the agency. Individual agencies also offer technical training and allow membership in professional organizations to employees in their specific fields of employment.

Promotional Opportunities

Employees who have completed 6 or more months of service are eligible for promotional opportunities within state government employment. Minimum qualifications must be met.

Career Ladders

Many job classifications provide career-ladder opportunities based upon attainment of competencies. These career ladders can increase an individual's salary, provided funds are available within the agency.

Contact

Please go to <http://www.mspb.ms.gov/> to fill out application.

Location (Library or institution name)

Mississippi Library Commission - Jackson, MS

Place/Environment

