

# HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.  
Director

100 Hudspeth Center Dr.  
Post Office Box 127-B  
Whitfield, Mississippi 39193

(601) 664-6000  
Fax: (601) 354-6945

To: All Departments  
From: Chuck Oconner, Maintenance Director  
Date: July 28, 2021  
RE: Job Vacancy

**POSITION:** Administrative Assistant V

**ANNUAL SALARY:** \$28,579.68

**MINIMUM QUALIFICATIONS:**

A Master's Degree from an accredited four-year college or university. **AND** Two (2) years of experience in work related to the described duties.

**OR**

A Bachelor's Degree from an accredited four-year college or university; **AND** Three (3) years of experience in work related to the described duties.

**OR**

Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma) **AND** Seven (7) years of experience in work related to the described duties.

**Substitution Statement:**

Graduation from a standard four-year high or equivalent (GED or High School Equivalency Diploma), related education, and related experience may be substituted on an equal basis

**JOB DUTIES:**

- Responsible for performing various clerical duties such as typing, copying, faxing, filing, answering telephone, record keeping, etc. within an office setting.
- Assist Safety Officer with investigating accidents involving personnel.
- Assist with gathering information and processing workers compensation claims.
- Assist with maintain safety records and inspection documentation.
- Assist with promoting safety programs.
- Checks and keeps records of all types of accidents.
- Types departmental memos, letters, and other general correspondence within the time lines specified by the supervisor.
- Participates in ten (10) of twelve (12) mandated topics each year.
- Complies with agency policies, plans and decisions as well as promotes and supports high standards of confidentiality with no incidences or reports of non-support.
- Completes other duties as assigned by supervisor.

Applications should be submitted to the Human Resources Department and will be accepted through August 6, 2021. If you should have questions, please contact Chuck Oconner, at 601-664-6380. Any candidate who is called for an interview must notify Chuck Oconner in writing of any reasonable accommodation(s) needed prior to the date of the interview.

**THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**