



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

July 12, 2016

The Mississippi Department of Marine Resources (MDMR) is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the State Position Title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application. The MDMR does not have the authority to fill this position above the below listed annual starting salary.

POSITION TITLE:	Receptionist
STATE JOB TITLE:	Support Tech Senior
ANNUAL STARTING SALARY:	\$25,237.84
OFFICE:	Executive Office/Human Resources
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	07.12.2016 – 07.18.2016

ESSENTIAL FUNCTIONS: This is work performing a variety of tasks in support of the Mississippi Department of Marine Resources. The primary responsibility is to fill the role of receptionist in support of the Agency's daily operations. Duties include operating a multi-line phone system, greeting and directing members of the public, receiving and distributing mail, ordering office supplies, photocopying and organizing various documents, and providing clerical support as needed. The person in this position also coordinates back up receptionist schedules. This position reports directly to the Human Resources Director.

EXPERIENCE/EDUCATIONAL REQUIREMENTS::

Education:

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

AND

Experience:

Three (3) years of experience related to the described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, national origin, color, sex, age, marital status, political affiliation, or disability.