

**ADMINISTRATIVE ASSISTANT:
OFFICE OF EMERGENCY MANAGEMENT/ E-911**

Knowledge, Skills, and Abilities

Advance computer skills (Microsoft Office) and AS/400 experience helpful

Good writing, analytical and problem solving skills

Knowledge of principles and practices of organization, planning, records management and general administration

Ability to communicate effectively

Minimum Qualifications

At least (3) years experience in general office responsibilities and procedures

Knowledge of principles and practices of basic office management and organization

Ability to work well independently or as part of a team

To request a job description and an application, contact the Office of Emergency Management at 601-859-4188.

Applications and Resumes will be accepted until 5p.m. December 23, 2011