



# Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437  
601-477-5625 ♦ 601-477-5710 fax

## Vacancy Announcement

### Admin Support Assistant II CONTRACT POSITION

**Position Open:** May 20, 2026

**Position Close:** until filled

**Salary Range:** \$15.00 an hour 28 hours per week during the hours of 8 a.m.-4:30 p.m. Monday - Friday

**Location:** IDD Waiver Ellisville

**Position Description:**

Serve as liaison to other agencies and the general public; answering phone; taking messages; typing, filing and processing mail; maintain database files; other duties as assigned.

**Education/Experience:**

Typically requires a High School Diploma or equivalent and 1-2 years experience.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

*Upon contingent employment offer, contract workers must complete a background check and pre-employment drug test.*

**This is a contract position with no state benefits**