



Ellisville State School

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

Vacancy Announcement

Contract File Clerk

Position Open: September 9, 2025

Position Close: Until Filled

Salary Range: \$12.50 per hour up to 20 hours per week

Schedule: between the hours of 8:30 a.m.-5:00 p.m.
Monday – Friday Actual schedule to be determined

Location: Business Services/Accounts Payable

Position Description:

Organize, file and assist with maintaining filing system for documents generated in Accounts Payable; file documents; assist with boxing prior fiscal year documents for storage; work switchboard rotation and backup as needed; other duties as assigned.

Education/Experience:

Typically requires a High School Diploma or equivalent and 0 – 1 year experience.

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

Interested applicants can apply 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