CONTRACTUAL ANNOUNCEMENT

OPEN DATE: APRIL 17, 2018

POSITION: SWITCHBOARD OPERATOR
(11:00 PM – 7:00 AM)

LOCATION: CMCF

SALARY: $9.86 HOURLY

CLOSING DATE: APRIL 24, 2018

JOB SUMMARY:
This is proficiency level work involving skilled operation of a Private Branch Exchange (PBX) switchboard console in a correctional facility. Fundamental duties will be to answer incoming and outgoing telephone calls at the facility switchboard & control room, keep records of all counts including radio counts facility-wide, and the performance of other clerical tasks related to switchboard operation.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:
Graduation from a standard four-year high school or equivalent (GED) and at least 6 months related work experience.

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

How to apply:
Interested applicants should submit their resume’ no later than APRIL 24, 2018 to:
mdocrecruitment@mdoc.state.ms.us

Personnel Services Division
633 N. State Street
Jackson, MS 39202
(601) 359-5696
(601) 359-5612 (Fax)