

JOB ANNOUNCEMENT

The Holmes County Board of Supervisors is soliciting applications for the position of full-time Assistant Purchasing Clerk.

Applicants must possess the knowledge, skills and abilities to be successful in complying with the State of MS, Department of Audit Purchasing laws; graduation from a four-year college or university, preferably with specialization in business administration, business management, finance or a related field; or any equivalent combination or experience and training.

Qualified persons wishing to be considered for this position must submit an application, including a résumé and cover letter to Holmes County Administrator, P. O. Box 239, Lexington, MS 39095. Applications will be accepted via email at cjoiner@holmescountymys.org.

Please contact the Holmes County Administrator for Job Description and Training and Experience requirements for this position. Copies of these documents may also be found on our website at: <http://www.holmescountymys.org>.

For additional information, please call (662) 834-0911, email: cjoiner@holmescountymys.org or visit us at 408 Court Square, Lexington, MS 39095.

The deadline for filing an application is November 2, 2017 at 5:00 PM.

"It is the policy of the Holmes County Board of Supervisors not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religious, familial or veteran status."