

NOTICE

The Board of Levee Commissioners for the Yazoo-Mississippi Delta, Clarksdale, Mississippi is now accepting applications only until 4:00 p.m. on Monday, December 15, 2025 for the following position:

EXECUTIVE ASSISTANT, BOARD SECRETARY, RECEPTIONIST

- Applicant must be proficient in Microsoft Word.
- Take notes, transcribe, and compile Board Minutes for all board meetings.
- Applicant must be Bonded for Notary Public and Board Secretary.
- Provide Technical Assistance to all other departments as needed or requested.
- Have and promote a positive attitude toward work.
- Good communication skills. (Answer phone, greet, assist, direct public/visitors as needed)
- Applicant must be able to set and manage travel arrangements.
- Applicant must be organized, multi-task, and maintain files.
- The successful candidate will be required to pass a drug test before being employed. The Yazoo-Mississippi Delta Levee Board does participate in a random drug testing program.

The Yazoo-Mississippi Delta Levee Board is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

For a full list of the required job duties, please contact Kim Easley at 662-624-4397, visit the Levee Board's website at leveeboard.org or schedule a time to pick up information at the office located at 140 Delta Avenue, Clarksdale, Mississippi by appointment.

JIMMY SCOTT, PRESIDENT

YAZOO-MISSISSIPPI DELTA LEVEE BOARD