



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: November 5, 2025

Date Listing Will Close: November 12, 2025 at 5:00 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: Chancery Court Clerk

Location /Department: Chancery Clerk

Salary: \$29,000- \$33,000 Annually

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.harrisoncountymiss.gov

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Chancery Court Clerk

DEPARTMENT: Chancery Clerk, First Judicial District **FLSA STATUS:** Non-Exempt

REPORTS TO: Chancery Clerk **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: July 2, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The Chancery Court Clerk plays a vital role in the administration of the Chancery Court, ensuring efficient and accurate management of court records, proceedings, and other administrative tasks. This position requires a strong understanding of legal procedures, exceptional organizational skills, and the ability to work effectively in a fast-paced environment. This person will perform daily duties in the Chancery Court Department in the areas within divorce, child custody, guardianships, conservatorships, domestic abuse, adoptions, etc.

ESSENTIAL JOB FUNCTIONS:

1. Maintain and manage court records, including case files, judgments, decrees, and other legal documents.
2. Ensure all documents are accurately filed, indexed, and accessible for court proceedings and public access as per legal requirements.
3. Assist judges in the courtroom with document retrieval, exhibit management, and other administrative tasks during hearings and trials.
4. Prepare and distribute court orders, judgments, and decrees as directed by the Judge.
5. Responsible for appearing into docket call daily for the Judge.
6. Perform data entry into the Mississippi Electronic Court system with information received in the mail, over the counter and from the public as well as attorneys.
7. Perform data entry for domestic abuse orders into the POR (Protection Order Registry) system
8. Review daily work entered into the Mississippi Electronic Court system from the day prior.
9. Deliver the daily deposit and the outgoing mail to the appropriate office.
10. Pick up and sort the mail that is received from the Chancery Clerk's office.
11. Provide courteous and professional assistance to the public, attorneys, and other stakeholders regarding court procedures, case status, and filing requirements.
12. Respond to inquiries from attorneys and the public, both in person and over the phone, regarding court records and procedures.
13. Ensure compliance with legal requirements for court proceedings, record management, and public access to records.
14. Prepare the Judge's minutes from Court on a monthly basis.

SECONDARY DUTIES AND RESPONSIBILITIES: Performs other related duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern office practices/procedures including a specialized phase of clerical work
- Knowledge of the policies, procedures, and services of Harrison County
- Ability to determine priorities, plan, organize, coordinate, and carry out work programs
- Proven experience in a court setting or legal office environment is highly desirable
- Strong knowledge of legal terminology, court procedures, and record-keeping practices
- Excellent organizational skills with the ability to prioritize tasks and manage time effectively
- Proficient in computer applications such as MS Office (Word, Excel, Outlook) and court management software
- Exceptional interpersonal and communication skills, both written and verbal.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information
- Knowledge of the utilization of Court dockets
- Good organizational skills with ability to follow instructions, both verbal and written
- Must be attentive to detail and a team oriented

EDUCATION/EXPERIENCE:

A combination of education and experience providing the required skills and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to: graduation from a standard four-year high school or equivalent (GED); two years of experience directly related to the duties listed above is preferred.

ADDITIONAL REQUIREMENTS: Must have a valid Mississippi Driver's License and willing to consent to a background check.

SALARY RANGE: \$29,000 - \$33,000

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓