



## 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: **February 4, 2025**

Date Listing Will Close: **February 11, 2025 at 5:00 p.m.**

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

Class Specification: **Deputy Clerk**

Location /Department: **Justice Court/Biloxi**

Salary: **\$15.40 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

---

E.O.E. and A.D.A.

### **HARRISON COUNTY PERSONNEL/HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

[www.co.harrison.ms.us](http://www.co.harrison.ms.us)

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

---

## HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

**JOB TITLE:** Deputy Clerk (Full Time)

**DEPARTMENT:** Justice Court/Biloxi Justice      **FLSA STATUS:** Non-Exempt

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

**MAINTENANCE DATE:** November 20, 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:** This position consists of assisting the public, preparing the court docket, filing documents, data entry, answering phones and receiving money.

### **ESSENTIAL JOB FUNCTIONS:**

1. Constructs new case files; creates electronic docket record and update as necessary; files and retrieves documents and prepares court files for court use.
2. Provides information to attorneys, litigants, and the public regarding court functions and procedures; assists customer at the counter, receives and completes telephone and written inquiries.
3. Opens, sorts, and distributes incoming legal documents and mail according to work areas or routing procedures and time constraints; prepares outgoing specialized mailing; maintains received and returned mail logs.
4. Operates a wide variety of office machines and equipment, such as calculators, computer terminals, copy machines, and fax machines.
5. Requests paperwork as needed by defendants to facilitate their response to the citation or complaint. Performs primary filing of all papers, dockets, case files, and case related correspondence.
6. Accepts and receipts monies collected for any civil filings
7. Balance and reconcile daily cash and check receipts.

**SUPERVISORY RESPONSIBILITIES:** None

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Good knowledge of court procedures and practices
- Good knowledge of the preparation and maintenance of court dockets and legal documents
- Good knowledge of office procedures and practices
- Good customer service skills
- Skill in the operation of computers and other office equipment
- Ability to prepare accurate and timely complex records
- Ability to communicate effectively, both orally and in writing

- Ability to prepare regular and special reports
- Knowledge of all related safety procedures
- Ability to maintain confidential information and research information

*These knowledge, skills, and abilities are usually, although not always, acquired through the completion of high school or a vocational technical school; at least two (2) years of experience in an office environment. Equivalent combinations of education and experience will be considered.*

**ADDITIONAL REQUIREMENTS:** Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

**SALARY: \$15.40 per hour**

**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 over a long period of time		✓
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)		✓

***\*This is an acknowledgement that I have read and understand this job description:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_