



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: **January 15, 2025**

Date Listing Will Close: **January 22, 2025 at 5:00 p.m.**

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

Class Specification: Location / **Justice Court Clerk/Administrator (Judicial District 2 -- Biloxi)**

Department: Salary: **Justice Court - Judicial District 2 (Biloxi)**

\$51,500 annually

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 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

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

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

HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

JOB TITLE: Justice Court Clerk/Administrator – Judicial District 2 (Biloxi)
DEPARTMENT: Justice Court-Biloxi Courthouse **FLSA STATUS:** Non-Exempt
REPORTS TO: County Administrator **POSITION CODE:** 8810
MAINTENANCE DATE: January 14, 2025

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 Justice Court Administrator/Clerk's role is to facilitate efficient court operations, supervising staff, managing projects of responsibility, budgeting, contract management, developing written content/materials, developing and implementing training initiatives, serving as a court liaison to other related state agencies and county governments, planning and attending meetings, and performing specialized administrative functions.

ESSENTIAL JOB FUNCTIONS:

1. Reports administrative functions to the County Administrator and judicial matters to the Justice Court Judges.
2. Manages case flow to ensure efficient court operations in Judicial District 2 (Biloxi).
3. Develops, improves and implements policy and court practice recommendations as needed for efficient operations of the court.
4. Supervises, directs and reviews the preparations of all financial accounts, records, and daily transaction reports for Justice Court.
5. Analyzes, prepares and submits Court's budget to the Board of Supervisors. Controls spending and plans the acquisition of operating supplies.
6. Conducts inventory, confirming possession and condition of assets in Justice Court.
7. Ensures compliance of records management through development, implementation, and maintenance of the Court Records System/database management and reporting functions.
8. Supervises the financial aspect of court operations, including the collection and receipt of fines and fees. Disbursement of all fines/fees collected and disburse monthly to proper Payee.
9. Implements and supervises the audit techniques and processes of Justice Court to ensure the accuracy and integrity of the financial data being entered into and retrieved from the Justice Court.
10. Communicates and advises judges and lawyers concerning the administrative procedures of the court; identifies and corrects deficiencies affecting the court.
11. Serves as administrative representative of the court to the Board of Supervisors, other County departments, courts, government agencies and the general public.
12. Certifies court records and testifies in court as required.
13. Resolves complaints on court related matters from the public, law enforcement, attorneys and

others.

14. Responsible for the proper collection of all fines, penalties, fees and costs imposed by the court as well as fines mandated by the State of Mississippi.
15. Supervises Justice Court non-judicial staff. Delegates duties, manages schedules, staff training and development, discipline, interviewing and hiring.
16. Prepares end of the month reports to the County Treasury and prepares semi-annual reports to the Administrative Office of Court.
17. Pursuant to MS Code 9-11-29, the Justice Court Clerk shall attend mandatory continuing education known as the Justice Court Clerk training course conducted by the Mississippi Judicial College. The course shall consist of at least twelve hours of instructions.
18. Research, review and evaluate the impact of any changes in legislation or Court rules. Ensure any required changes are implemented according to statute or rule changes. Update Justice Court's policy/procedures accordingly.
19. Records management, supervises record keeping of all court functions and dockets.
20. On call in case of fire alarm at location.
21. Complete payroll in UKG on all Justice Court employees working at Biloxi courthouse.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Utilizes a computer terminal to daily update civil and criminal court filings
2. Provides information to callers by telephone and answers correspondence regarding civil and criminal matters
3. Monitors Judge's docket sheets to ensure correct docket entries
4. Performs other related duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Justice Court operation functions including organization and operating procedures and the ability to work in a fast-paced environment with multiple challenges.
- Knowledge of court record keeping and reporting terminology.
- Ability to read and interpret applicable state and local laws, ordinances, and regulations concerning court operations.
- Knowledge of principles and practices of probation and warrant functions.
- Knowledge of electronic records management procedures and computer information systems operations.
- Ability to plan assign, coordinate, supervise and manage the work of subordinate employees engaged in a variety of court activities.
- Ability to analyze problems and identify solutions.
- Knowledge of budgeting and accounting principles and audit procedure of all court financial and transactions records.

These knowledge, skills and abilities are usually, although not always, acquired through the completion of a four-year degree or other special certifications or at least ten (10) years of experience in a related field. 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: \$51,500

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)		✓