



## 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: May 4, 2026

Date Listing Will Close: May 11, 2026 at 5 p.m.

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

Class Specification: Law Library Aide

Location /Department: Law Library

Salary: \$15.40 per hour

Position Summary: See Attached Job Description

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### HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 - 23<sup>rd</sup> Avenue, Second Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.harrisoncountymys.gov](http://www.harrisoncountymys.gov)

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

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E.O.E. and AD.A.

# HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

**JOB TITLE:** Law Library Aide Part-Time (16-19 hours per week)

**DEPARTMENT:** Law Library **FLSA STATUS:** Non Exempt

**REPORTS TO:** Law Library Director **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** 07/26/2024 **CLOSING DATE:** 05/11/2026

*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 is skilled work as a law library aide.

## **ESSENTIAL JOB FUNCTIONS:**

1. Respond to patron in-person and telephone requests for library materials, services and information.
2. Assists in research of law related topics.
3. Responsible for making copies and re-shelving materials to the proper locations.
4. Completes special projects as assigned by the Law Library Director.
5. Search shelves for specific treatises and works.

## **SECONDARY DUTIES AND RESPONSIBILITIES:**

Performs other related duties as required.

**SUPERVISORY RESPONSIBILITIES:** None.

**MINIMUM QUALIFICATIONS:** None.

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

Good knowledge of Legal terminology.

Good knowledge of Library filing rules and procedures.

Good knowledge of modern office methods, practices and procedures.

Good knowledge of English usage, spelling, grammar, and punctuation.

### **Ability to:**

Follow oral and written instructions.

Perform library clerical tasks and become familiar with departmental procedures.

Use standard office and library equipment.

Spell correctly.

Make routine arithmetic calculations.

Deal courteously and tactfully with the public.

Establish and maintain effective relationships with others.

Effectively organize workload.

### **Skills to:**

Type at a speed of 40 words per minute.

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

*An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school or GED and one year of general office assistance work experience; preferably including experience in a law office or library work. Equivalent combinations of education and experience will be considered.*

**SALARY RANGE:** \$15.40 per hour