



## 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: **March 17, 2025**

Date Listing Will Close: **March 24, 2025 at 5:00 p.m.**

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

Class Specification: **Law Library Manager**

Location /Department: Salary: **County Administration**

**\$19.00/Hr.**

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**

<b>JOB TITLE:</b>	Law Library Manager		
<b>DEPARTMENT:</b>	Law Library	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	County Administrator	<b>POSITION CODE:</b>	8810

**MAINTENANCE REVIEW DATE:** March 17, 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 accommodations for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** This is advanced professional library work with supervisory and managerial responsibility of the Harrison County Law Library.

**ESSENTIAL JOB FUNCTIONS:**

1. Directs the staff of the Law Library.
2. Makes sure legal resources are available to the public.
3. Select law books and computer software to be made available in the law library; keep material current; make sure the products are paid for.
4. Responsible for implementing policy and procedures.
5. Responsible for budget preparation for department.
6. Assists in special research requests from patrons of the Law Library.
7. Provides attorneys with relevant cases that can be used to support legal arguments.
8. Provides staff development and training of professional, and technical staff.
9. Makes recommendations to County Administrator regarding hiring and personnel issues.
10. Keeps County Administrator informed of pertinent issues related to the Law Library.
11. Host free legal clinics for citizens that are below the poverty line.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Doctor of Jurisprudence preferred or related degree.
- Five (5) years' work experience in the legal field.
- Any equivalent combination of education and experience

**ADDITIONAL REQUIREMENTS:**

- Ability to express ideas and information, clearly and concisely, verbally and in writing.
- Ability to operate office equipment including a calculator, personal computer, printer, facsimile, copier, and telephone.
- Ability to conduct analytical studies of the needs of the community and bring the law library up to contemporary standards.
- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

**SALARY: \$19.00/Hr.**