



## 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: July 17, 2024

Date Listing Will Close: Open Until Filled

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

Class Specification: Clerk

Department: Public Defender's Office

Salary: \$17.00-\$18.00 per hour

**Position Summary: See Attached Job Description**

**Job Duties and Responsibilities: See Attached Job Description**

**Qualifications/ Experience: See Attached Job Description**

### **HARRISON COUNTY HUMAN RESOURCES**

**1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse Phone: (228) 865-4194**

**Fax: (228) 865-4162 [www.harrisoncountymiss.gov](http://www.harrisoncountymiss.gov)**

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

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

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## HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

**JOB TITLE:** Clerk

**DEPARTMENT:** Public Defender's Office

**FLSA STATUS:** Hourly – Full Time

**REPORTS TO:** Harrison County Public Defender

**POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** July 17, 2024

**CLOSING DATE:** Open Until Filled

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. Applicants 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 applicant be unable to perform an 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 applicant when possible.*

**JOB OBJECTIVE:** The position of Clerk for the Harrison County Public Defender's Office consists of (a) inputting and maintain all database client records; (b) answering the telephone and efficiently providing information to those who may call; (c) other routine clerical duties; (d) drafting legal documents and correspondence; and (e) communicating with attorneys and clients

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Effectively communicate both orally and in writing
2. Input data into the Public Defender's Office database system
3. Answer the telephone, make photocopies, draft legal documents and correspondence
4. Efficiently communicating with attorneys, clients, other staff, and members of the public

### **SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Utilize a computer to access available information regarding clients from the jail management system and/or Circuit Court computer system
2. Utilize a computer to type e-mails, letters, forms, and any other documents that may be required during the course of a client's case

**SUPERVISORY RESPONSIBILITIES:** None

- **MINIMUM QUALIFICATIONS:** High School Diploma or G.E.D. Strong preference for individuals with at least five (5) years' experience working as a clerk or secretary within the legal profession.

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

- Thorough knowledge of the criminal justice court and circuit court system
- Diligent, self-motivated, and organized
- Ability to access computer information contained in the Circuit Court and jail management systems
- Skill in the operation of office equipment and computers
- Ability to use various computer software programs, i.e., Microsoft Word, Excel, Outlook
- Ability to interact effectively with employees within the Public Defender's Office, other departments, management, outside agencies, and/or the general public

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

**SALARY RANGE:** \$17.00 / hour – \$18.00 / hour (depending on experience)

**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	<input type="checkbox"/>	
Work involves the operation of earth-moving equipment or commercial vehicles		<input type="checkbox"/>
Work involves the operation of non-commercial motor vehicles	<input type="checkbox"/>	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		<input type="checkbox"/>
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		<input type="checkbox"/>
Work involves climbing or running		<input type="checkbox"/>
Work involves stooping, bending, twisting, or reaching out in unusual positions		<input type="checkbox"/>
Works above ground or floor level, such as on stools or ladders		<input type="checkbox"/>
Works in a relatively high average temperature over a long period of time		<input type="checkbox"/>
Work involves considerable physical exertion of the whole body		<input type="checkbox"/>
Work requires near vision (20 inches or less)	<input type="checkbox"/>	
Work requires distance vision (20 feet or more)		<input type="checkbox"/>
Work involves the detection of color differences	<input type="checkbox"/>	
Work involves determination of the correct location of a sound, such as footsteps		<input type="checkbox"/>
Work involves hearing and understanding conversation or sounds	<input type="checkbox"/>	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

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