



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: **December 10, 2025**

Date Listing Will Close: **December 24, 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: **Biloxi – Youth Court**

Salary: **\$15.00/hour**

Position Summary: **See Attached Job Description**

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

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

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

<https://harrisoncountymys.gov/>

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

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

- 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: \$15.00/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:** _____