



## 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: **September 18, 2023**

Date Listing Will Close: **September 25, 2023 at 5 p.m.**

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

Class Specification: **Administrative Assistant/Receiving Clerk**

Location /Department: **Youth Court**

Salary: **\$16.82- \$19.20 per hour**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, First Floor, South 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

**JOB TITLE:** Administrative Assistant/Receiving Clerk

**DEPARTMENT:** Youth Court

**FLSA STAUS:** non-exempt

**REPORTS TO:** Judge and Youth Court Administrator **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** September 18, 2023 **CLOSING DATE:** September 25, 2023

**JOB DESCRIPTION:** *This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this position. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this description. Nothing within this job description restricts management's right to assign or reassign job related responsibilities and tasks at any time. Certain functions are understood to be essential. These include, but are not limited to: maintaining confidentiality of all records; ability to adapt and function under daily stressful situations; exceptional organizational skills; regular and daily attendance; the ability to work in a fast-paced and diverse environment and the ability to effectively prioritize constantly shifting responsibilities; and the ability to work well with all other staff members. Any essential function of this job 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:** Responsible for Youth Court inventory, data storage, notary, receiving for all Youth Court department purchases as well as Restitution. Assists the Court Administrator in various tasks as assigned, and ensures all staff needs are met pertaining to daily activities and job duties.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for Youth Court and Supreme Court equipment inventory, and Youth Court office supplies for staff.
- Prepares and submits Receiving Reports for Youth Court purchases.
- Reviews court orders and referrals where restitution is ordered.
- Communicates with victims on cases involving restitution, and is responsible for ensuring payment to victims.
- Prepares and submits Restitution monthly reports to Court Administrator
- Responsible for Data Storage record keeping.
- Communicates with outside county vendors regarding service calls and reports to the Court Administrator.
- Prepares and maintains files, documentation, and various reports in accordance with job duties/functions
- Operates at the will and pleasure of the Court

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

- Ability to work under daily time constraints and pressure in a close working environment.
- Considerable knowledge of the policies, procedures and services of a Youth Court.
- Exceptional ability to prioritize, plan, organize, coordinate and carry out job responsibilities with little assistance and supervision.
- Ability to interact effectively with employees within the department, other county departments, outside agencies and professionals, and/or the general public.
- Strong written and verbal communication skills.
- Strong organizational skills and computer skills including, but not limited to, Word and Excel.

**EDUCATION/EXPERIENCE:**

Graduation from a standard four-year high school or equivalent (GED) with at least 3 years of experience in work related to the above-described duties

**ADDITIONAL REQUIREMENTS:** Must have a valid Mississippi Driver’s License. Must pass a criminal background check, including local police check as well as the Child Abuse registry.

**Salary:** \$16.82 - \$19.20 hourly

**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.*

	<b>YES</b>	<b>NO</b>
Work involves lifting, pushing, pulling or carrying 40 pounds or more		<b>X</b>
Work involves the operation of earth-moving equipment or commercial motor vehicles		<b>X</b>
Work involves the operation of non-commercial motor vehicles	<b>X</b>	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		<b>X</b>
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers or tractors		<b>X</b>
Work involves climbing or running		<b>X</b>
Work involves stooping, bending, twisting, or reaching out in unusual positions		<b>X</b>
Work above ground or floor level, such as on stools or ladders		<b>X</b>
Work in a relatively high average temperature over a long period of time		<b>X</b>
Work involves considerable physical exertion of the whole body over a long period of time		<b>X</b>
Work requires near vision (20 inches or less)	<b>X</b>	
Work requires distance vision (20 feet or more)	<b>X</b>	
Work involves the detection of color differences	<b>X</b>	
Work involves determination of the correct location of a sound, such as footsteps		<b>X</b>
Work involves hearing and understanding conversations or sounds	<b>X</b>	

**WORK ENVIRONMENT:**

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

	YES	NO
Outdoor Weather Conditions		X
Wet, Humid Conditions (non-weather)		X
Work Near Moving Mechanical Parts		X
Work in High, Precarious Places		X
Fumes or Dust		X
Toxic or Caustic Chemicals		X
Extreme Heat (non-weather over 90° F.)		X
Low Noise (e.g., business office)	X	
Moderate Noise (e.g., light motorized equipment such as lawnmowers)		X
Loud Noise (e.g., jackhammer, heavy motorized equipment)		X