

**The Seventh Chancery Court District seeks applicants for a Law Clerk.
(Bolivar, Coahoma, Quitman, Leflore, Tunica and Tallahatchie counties)**

AOC - LAW CLERK

Characteristics of Work

This is professional work involving the performance of legal research for a judge/chancellor or any combination thereof in the trial court system in Mississippi. This position could be in the chancery court system or the circuit court system. There will be more than one position in this category listed at numerous locations across the state. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. The law clerk must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc. The law clerk exercises initiative and judgement in the conduct of all duties performed.

Supervision is received from a judge/chancellor or any combination thereof at the trial court level in the Mississippi court system although the law clerk would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant to determine whether he/she meets minimum requirements.

Examples of Work

The following are examples of work performed for positions in this job class and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge/chancellor or any combination thereof.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements:

AOC - Law Clerk III: Salary Range – Not to exceed \$70,000.00. The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk must have been licensed for at least one (1) year and have been employed either as a law clerk, staff attorney, or other equivalent legal position during that time.

AOC - Law Clerk II: Salary Range – Not to exceed \$65,000.00. The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk must be licensed to practice law.

AOC - Law Clerk I: Salary Range – Not to exceed \$60,000.00. The law clerk must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. The law clerk is not required to be licensed to practice law.

Applicants are to send a cover letter and resume to wjperkins@7chancerycourt.com.