

The Circuit Court of the 7th Judicial District seeks applicants for Deputy Court Administrator, Staff Attorney and Law Clerk.

DEPUTY COURT ADMINISTRATOR - This is a professional and full-time position to ensure the impartial and expedient disposition of all cases of the Court. Applicants in this position assist with performing all non-judicial tasks of the Court, maintaining all statistical reports, serving as liaison with the general public and members of the Bar, coordinating and assisting in the duties of the clerks of the courts of the district related to the judicial duties of the clerks, providing general administrative support for the Judge, and performing other duties assigned by the supervising Judge.

Examples of Work:

The following are examples of work performed for positions in this job class, and are not intended to reflect the only duties which may be required by the Judge.

- Maintain and keep Judge's trial dockets;
- Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyze and review procedures to recommend and implement changes;
- Maintain statistics and generate reports for use by the Court;
- Participate in Statewide committees; attend seminars related to Court Administration, as required;
- Administrate the Court as required;
- Serve as liaison to Court, Bar, and law enforcement agencies and general public;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance;
- Carry out indirect supervisory duties; and
- Perform related duties as assigned or required.

Minimum Requirements:

- Bachelor's Degree from an accredited four year college or university, and two (2) years of directly related experience; or
- A Paralegal certificate/degree from a two year course of study or an Associate degree from

an accredited two year college or related field, and four (4) years of experience directly related to the duties listed above; or

- Graduation from a standard four year high school or equivalent (GED) and six (6) years of directly related experience.

Salary ---- not to exceed \$70,600.00.

Available July 1, 2026.

Applicants should send a cover letter, resume, and two (2) writing samples to awooten@co.hinds.ms.us.

STAFF ATTORNEY - This is professional work involving the performance of legal research for a Judge. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgment in the conduct of all duties performed. Supervision will be provided by the Judge.

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 the Judge.

- 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 judgments;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements:

LEVEL III: Salary Range - \$114,100 - \$120,600

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school

of law. Applicant must have been licensed for at least fifteen (15) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those fifteen (15) years. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

LEVEL II: Salary Range - \$107,300 - \$113,900

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least ten (10) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those ten (10) years. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

LEVEL I: Salary Range - \$100,900 - \$107,100

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least five (5) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those five (5) years. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

Applicants are to send a cover letter, resume, two (2) writing samples, and a transcript to awooten@co.hinds.ms.us.

LAW CLERK - This is professional work involving the performance of legal research for a Judge. 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 judgment in the conduct of all duties performed. Supervision will be provided by the Judge.

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 by the Judge.

- 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 judgments;

- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements:

LAW CLERK III: Salary Range - \$65,200 - \$70,000

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant 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 for that one (1) year. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

LAW CLERK II: Salary Range - \$60,200 - \$65,000

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must be licensed to practice law. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

LAW CLERK I: Salary Range - \$55,200 - \$60,000

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant is not required to be licensed to practice law. Applicant must be familiar with computerized legal research, i.e. Westlaw, Lexis, etc.

Applicants are to send a cover letter, resume, two (2) writing samples, and a transcript to awooten@co.hinds.ms.us.