

**Administrative Assistant, IV**  
**Mississippi Board of Bar Admissions**

The Mississippi Board of Bar Admissions seeks to fill the position of Administrative Assistant, IV. This is a full-time position that involves daily interaction with law school students and graduates, assistance with the administration of the Mississippi bar examination, and auditing bar admissions applications to ensure all supporting documents required to determine eligibility are received. The Mississippi bar examination is administered in February and July. All Mississippi Board of Bar Admissions staff are required to be present.

**Examples of Work**

- Process incoming and outgoing mail
- Create and maintain files
- Audit applications for compliance and completion
- Data entry of applicant information into database
- Collect fees, prepare receipts, and daily deposit spreadsheets
- Draft letters, memorandums, reports, and general correspondence
- Respond to email and in-person inquiries
- Assist bar admissions applicants with completion of bar examination applications
- Order office supplies and catering for meetings and hearings
- Assist with preparation of exam materials and set up for the bar examination
- Proctor bar examinations

**Minimum Requirements**

Bachelor's degree from an accredited four year university with four years' experience in similar work related duties; or graduated from a standard four year high school or equivalent (GED) with six (6) years of experience in similar work related duties; proficient in Microsoft Word, Excel, and Outlook; and able to lift up to 10 lbs.

The Mississippi Board of Bar Admissions reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without prior notice. The successful applicant will serve at the will and pleasure of the Board of Bar Admissions and is terminable at will. The Mississippi Board of Bar Admissions is an equal opportunity employer.

The salary is \$40,000 annually. In addition to salary, the position offers health, vision, dental, life insurance, state retirement through PERS retirement system, paid vacation, and sick leave. All interested applicants should submit resumes by **May 6, 2024**, to:

Wendy Smith, Administrator  
Mississippi Board of Bar Admissions  
Post Office Box 1449  
Jackson, MS 39215-1449  
or  
[wsmith@courts.ms.gov](mailto:wsmith@courts.ms.gov)