AOC TRIAL COURT SUPPORT STAFF
Job Descriptions & Salary Ranges
Chancery & Circuit Court
Effective October 1, 2019

JOB TITLE	SALARY RANGES
AOC - Court Administrator	Not to exceed $61,400.00
AOC - Deputy Court Administrator	Not to exceed $58,300.00
AOC - Assist. Court Administrator	Not to exceed $38,420.00
AOC - Staff Attorney VI	$81,380.00 - $86,180.00
AOC - Staff Attorney V	$76,220.00 - $81,020.00
AOC - Staff Attorney IV	$71,070.00 - $75,870.00
AOC - Staff Attorney III	$65,920.00 - $70,720.00
AOC - Staff Attorney II	$58,400.00 - $65,500.00
AOC - Staff Attorney I	$52,530.00 - $58,030.00
AOC - Law Clerk III	$46,610.00 - $52,110.00
AOC - Law Clerk II	$39,655.00 - $46,155.00
AOC - Law Clerk I	$31,415.00 - $39,165.00
AOC - Law Student Research Assistant *	$24,570.00 - $30,720.00 or $11.78 to $14.72 per hour
AOC - Legal Research Assistant (Paralegal)	$29,720.00 - $41,620.00
AOC - Secretary III	$16,330.00 - $28,980.00
AOC - Secretary II	$7.82 to $13.88 per hour
AOC - Secretary I	$7.82 to $13.88 per hour

* The position of AOC - Law Student Research Assistant is to be restricted to 20 hours per week if the student is currently taking a full load (12 semester hours during the fall or spring sessions and 6 hours during the summer session).

AOC TRIAL COURT SUPPORT STAFF
JOB DESCRIPTIONS

AOC - COURT ADMINISTRATOR

Characteristics of Work

This is a professional, supervisory and full-time position to ensure the impartial and expedient disposition of all cases of the Court. Applicants in this classification coordinate the performance of all non-judicial tasks of the court, maintain all statistical reports and serve as the contact person with the Administrative Office of Courts for statistics, serve as liaison with the general public and members of the Bar, coordinate and assist in the duties of the clerks of the courts of the district related to the judicial duties of the clerks, provide general administrative support for all Judges/ Chancellors of the district and perform other duties assigned by the Judges/Chancellors, in addition to the duties listed below. There may only be one Court Administrator per court district, selected by the Judges/Chancellors of the District with the Senior Judge/Chancellor receiving two votes in the event of a tie. Upon the selection by the Judges/Chancellors, and approval by the Administrative Office of Courts, the Senior Judge/Chancellor of the District shall enter an order and forward it to the AOC. Designation of which judge's support staff funds which are to be used, if applicable, is to be set out in the application for approval to the AOC and the court order, with the judge(s) whose support staff funds are to be used being required to sign the order before any such funds may be allocated. Termination of the position or employee will be handled by a like vote of all of the Judges/Chancellors of the district. The Court Administrator shall report to the Judges/Chancellors of the District, and be directly supervised by the Senior Judge/Chancellor, although in multi-judge districts it is not required that the Court Administrator be located with the Senior Judge.

Responsibilities

The following are duties required of individuals in this job class, and are not intended to reflect the only duties which may be required by the Senior Judge/Chancellor and/or other Judges/Chancellors:

- Maintain and keep judge(s) trial docket(s);
- Become familiar with and implement concepts of caseflow management;
- Identify, formulate and recommend policies, procedures and projects designed to achieve objectives; analyze and review procedures to recommend and implement changes;
- Develop budget proposals for the operation to the court district;

- Coordinate the employment of additional support staff on an as needed basis;
- Supervise and coordinate the work of other support staff, and perform other supervisory duties, as needed and directed by the Judges/Chancellors of the court;
- Assist in the administration of mediation duties as required by court rule;
- Maintain statistics and generate reports for use by the Court and the AOC, and serve as the contact person for statistics maintained by the Administrative Office of Courts;
- Assist the Administrative Office of Courts in working to identify and address any backlog of cases;
- Coordinate courtroom availability with the courthouses located in the district;
- Address the problems associated with physical facilities and court security;
- Review and maintain local court rules;
- Administer requests for judicial appointments when needed due to recusal or illness of a judge;
- Assist the Administrative Office of Courts in Court Administrator Certification;
- Maintain property control and inventory of furniture and equipment furnished to the court;
- Participate in statewide committees; attend seminars related to Court Administration 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; and
- Perform related duties as assigned or required.

Court Administrators failing to perform lawfully assigned or required duties are subject to dismissal by the Judges/Chancellors of the District, upon a majority vote with the Senior Judge/Chancellor getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

A Masters Degree or equivalent from an accredited four year college or university in public or business administration, law, or a related field plus two (2) years experience directly related to the duties listed above;

or

A Bachelor's Degree from an accredited four year college or university and four (4) years of experience directly related to the duties listed above;

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 six (6) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and eight (8) years of directly related experience to the duties listed above.

Salary — Not to exceed $61,400.00.

AOC - DEPUTY COURT ADMINISTRATOR

Characteristics of Work

This is a professional and full-time position to ensure the impartial and expedient disposition of all cases of the Court. Applicants in this classification assist the Court Administrator in 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 all Judge(s) and/or Chancellor(s) of the district, and performing other duties assigned by the Judge(s)/Chancellor(s). The Senior Judge/Chancellor shall make an application to the Administrative Office of Courts for the hiring of a Deputy Court Administrator, stating the need of such employee based upon caseload, geographic district size and locations, and other such relevant factors. Upon the selection by the Judges/Chancellors in the same manner as provided for Court Administrators, and approval by the Administrative Office of Courts, the Senior Judge/Chancellor of the District shall enter an order and forward it to the AOC. Termination of the position or employee will be handled by a like vote of all of the Judges/Chancellors of the district. Designation of which judge's support staff funds which are to be used, if applicable, is to be set out

in the application for approval to the AOC and the court order, with the judge(s) whose support staff funds are to be used being required to sign the order before any such funds may be allocated. The total number of Court Administrators, Deputy Court Administrators, and Assistant Court Administrators per district shall not exceed the total number of Judges/Chancellors in the district. This position may be assigned by the Judges/Chancellors to assist a particular judge or geographic location or courthouse, with direct supervisory authority assigned that Judge/Chancellor. Designation of which judge's support staff funds which are to be used, if applicable, is to be set out in the application for approval to the AOC and the court order, with the judge(s) whose support staff funds are to be used being required to sign the order before any such funds may be allocated.

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 Judges/Chancellors. These duties are to be performed by the applicant in assisting the Court Administrator of the district.

- 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;
- Assist in developing a proposed personnel plan for the judicial support staff of the district;
- Assist in preparation of budget;
- Carry out indirect supervisory duties; and
- Perform related duties as assigned or required.

Deputy Court Administrators failing to perform lawfully assigned or required duties are subject to

dismissal by the Judges/Chancellors of the District, upon a majority vote of the Judges/Chancellors of the District with the Senior Judge/Chancellor getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

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 $58,300.00.

AOC - ASSISTANT COURT ADMINISTRATOR

Characteristics of Work

This is an entry level professional, full-time position to ensure the impartial and expedient disposition of all cases in the Trial Court. Applicant in this classification will assist the Court Administrator (and Deputy Court Administrator, if one is employed) in the performance of all non-judicial tasks of the court, assist in maintaining all statistical reports, serve as liaison with the general public and members of the Bar, assist in the coordination with the clerks of the courts of the district related to the judicial duties of the clerks, provide general administrative support for all Judge(s) and/or Chancellor(s) of the district, and perform other duties assigned by the Judge(s). The Senior Judge/Chancellor shall make an application to the Administrative Office of Courts for the hiring of an Assistant Court Administrator, stating the need of such employee based upon caseload, geographic district size and locations, and other such relevant factors. Upon the selection by the Judges/Chancellors in the same manner as provided for Court Administrators, and approval by the Administrative Office of Courts, the Senior Judge/Chancellor of the District shall enter an order and forward it to the AOC. Termination of the position or employee will be handled by a like vote of all of the Judges/Chancellors of the district. Designation of which judge's support staff funds which are to be used, if applicable, is to be set out in the application for approval to the AOC and the court order, with the judge(s) whose support staff funds are to be used being required to sign the order

before any such funds may be allocated. The total number of Court Administrators, Deputy Court Administrators, and Assistant Court Administrators per district shall not exceed the total number of Judges/Chancellors in the district. This position may be assigned by the Judges/Chancellors to assist a particular judge or geographic location or courthouse, with direct supervisory authority assigned to that Judge/Chancellor. Designation of which judge's support staff funds which are to be used, if applicable, is to be set out in the application for approval to the AOC and the court order, with the judge(s) whose support staff funds are to be used being required to sign the order before any such funds may be allocated.

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 Judges/Chancellors. These duties are to be performed by the applicant in assisting the Court Administrator (and Deputy Court Administrator, if one is employed) of the district.

- Maintain and keep judge's trial docket;
- Maintain statistics and generate reports for use by the Court;
- Participate in statewide committees; attend seminars related to Court Administration as required;
- Serve as liaison to Court, bar, and law enforcement agencies and general public;
- Assist in developing a proposed personnel plan for the judicial support staff of the district;
- Assist in preparation of budget;
- Maintain cooperative working relationships with county officials;
- Assist in determining that facilities are adequate and receive proper maintenance; and
- Perform related duties as assigned or required.

Assistant Court Administrators failing to perform lawfully assigned or required duties are subject to dismissal by the Judges/Chancellors of the District, upon a majority vote of the Judges/Chancellors of the District with the Senior Judge/Chancellor getting two votes in the event of a tie, as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

Minimum Requirements

Bachelor's Degree from an accredited four year college or university;

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 two (2) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and four (4) years of experience directly related to the duties listed above.

Salary — Not to exceed $38,420.00.

AOC - STAFF ATTORNEY

Characteristics of Work

This is professional work involving the performance of legal research for a Judge or a combination of Judges in the Trial Court System in Mississippi. This position could be in the Chancery Court System or the Circuit Court System or both systems. 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. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Judge or Judges at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

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 or combination of Judges.

- 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:

Level VI: **Salary Range** - $81,380.00 - $86,180.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least nineteen (19) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those nineteen (19) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level V: **Salary Range** - $76,220.00 - $81,020.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least sixteen (16) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those sixteen (16) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level IV: **Salary Range** - $71,070.00 - $75,870.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least thirteen (13) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those thirteen (13) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level III: **Salary Range** - $65,920.00 - $70,720.00.

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. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level II: **Salary Range** - $58,400.00 - $65,500.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least seven (7) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those seven (7) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level I: **Salary Range** - $52,530.00 - $58,030.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least four (4) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those four (4) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

AOC - LAW CLERK

Characteristics of Work

This is professional work involving the performance of legal research for a Judge or a combination of Judges in the Trial Court System in Mississippi. This position could be in the Chancery Court System or the Circuit Court System or both systems. 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. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Judge or Judges at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

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 or combination of Judges.

- 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** - $46,610.00 - $52,110.00.

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 during that time. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

AOC - Law Clerk II: **Salary Range** - $39,655.00 - $46,155.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must be licensed to practice law. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

AOC - Law Clerk I: **Salary Range** - $31,415.00 - $39,165.00.

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. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements.

Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

AOC - LAW STUDENT RESEARCH ASSISTANT

Characteristics of Work

This is professional, full-time or part-time position performing work involving the performance of legal research for a Judge or a combination of Judges in the Trial Court System in Mississippi. This position could be in the Chancery Court System or the Circuit Court System or both systems. 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. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Judge or Judges at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts. This position will be a time-limited position which will last for a definite period.

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 or combination of Judges.

- 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

Applicant must have completed and passed at least thirty (30) hours of credits from an American Bar Association (ABA) accredited school of law. Applicant is not required to have graduated from law school and is not required to be licensed to practice law. Applicant must be

familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Salary Range - $24,570.00 - $30,720.00 (or $11.78 to $14.72 per hour for a part-time position).

AOC - LEGAL RESEARCH ASSISTANT (PARALEGAL)

Characteristics of Work

The duties of the paralegal include conducting research for opinions, reviewing briefs, preparing legal documents and performing other duties related to the assignment. This position could be in the Chancery Court System or the Circuit Court System or a combination of both. Supervision is received from a Judge or Judges at the trial court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

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 person. The essential functions of each individual position are determined and maintained by each Judge or combination of Judges.

- Reviews case files; reads briefs, the record, motions, opinions, judgements, stipulations and memoranda;
- Conducts legal research in reviewing, analyzing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related authorities to process suits, trials, hearings, and other litigated matters;
- Prepares legal memoranda; prepares appropriate preliminary orders, findings of fact and conclusions of law for the judge; edits work product according to judges' direction
- May attend court sessions to record necessary case information; maintains records attendant to court proceedings; prepares jury instructions; drafts routine orders or initial version of orders for review by a judge or attorneys;
- Assists, as directed, in compiling and case tracking inventory; tracks progress on pending cases after argument or hearing; and
- Performs related duties as assigned or required.

Minimum Requirements

Paralegal certificate/degree from an accredited college or university;

or

High School Diploma and 3 years experience working as a paralegal;

and

Applicant must be familiar with computerized legal research, i.e., WestLaw, Lexis, etc.

Salary Range - $29,720.00 - $41,620.00.

AOC - SECRETARY

Characteristics of Work

The duties of a Secretary include the performance of legal stenographic work and performing other duties related to the assignment. Included also are such tasks as management of telephone calls, composing and reviewing correspondence, obtaining and presenting information, setting up and maintaining files and records, utilizing general office equipment and typing. This position could be in the Chancery Court system or in the Circuit Court system or both. Supervision is received from a Judge or Judges at the trial court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

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 or combination of Judges.

- Prepares correspondence, orders and judgments, as directed;
- Manages telephones; and
- Utilizes general office equipment, i.e., wordprocessor, copy machine, fax machine, etc.

Minimum Requirements:

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

and

Ability to type from plain copy at the rate of 45 correct words per minute.

AOC - Secretary III: This is a full-time position (40 hours per week). Applicant is entitled to full benefits and leave time. **Salary Range** - $16,330.00 - $28,980.00.

AOC - Secretary II: Applicant will work 30 hours per week. Applicant is entitled to benefits, but salary and leave time will be calculated on 30 hours per week. **Salary Range** - $7.82 to $13.88 per hour.

AOC - Secretary I: Applicant will work 19 hours or less per week, not to exceed 79 hours per month. This is a part-time position in which the applicant is not entitled to benefits. **Salary Range** - $7.82 to $13.88 per hour.