

EMPLOYMENT OPPORTUNITY

AOC-STAFF ATTORNEY/LAW CLERK

17th Judicial Circuit Court District
(Panola, Tallahatchie, Tate, & Yalobusha counties)

Direct all inquiries and resumes to

Circuit Judge Smith Murphey, V

Attn: Court Administrator Sheila McKinney

P.O. Box 481

Batesville, MS 38606

662-385-4261

sheilacca17@gmail.com

smurphey5@yahoo.com

Application deadline - Immediate until filled

Anticipated hire date - January 1, 2023 (available)

Characteristics of Work

Circuit Judge Smith Murphey V in the 17th District of Mississippi is hiring his staff attorney. This is professional work involving the performance of legal research for his docket. 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 is received from Judge Murphey at the trial court level in the Mississippi Court system, although the applicant would be an employee of the Administrative Office of Courts (AOC). 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 practicing law for that preceding year. Applicant must be familiar with computerized legal research, i.e., WestLaw, Lexis, etc. Office space provided in Senatobia, Mississippi with remote working also available.

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 the pleadings;
- * Prepares memoranda summarizing the facts of each case reviewed;
- * Reviews pretrial motions and summary judgments;
- * Drafts orders and writs;
- * Related or similar duties are performed as required or assigned

Salary is based on experience and the AOC minimum requirements found on the AOC website at https://courts.ms.gov/aoc/forms/aoc_jobdescriptions.pdf Salary Range - \$52,110.00 (1 year experience) - \$86,180.00 (19 years experience) plus fringe benefits (insurance & State retirement). The AOC will evaluate all applicants to determine whether they meet minimum requirements.