

**ADMINISTRATIVE OFFICE OF COURTS  
MISSISSIPPI SUPREME COURT**

**Administrative Support Specialist**

**Characteristics of Work**

This is a professional position that assists the Director and Deputy Director of the Administrative Office of Courts (AOC) in performing all non-judicial tasks of the AOC. Included responsibilities are providing general administrative support for the Director and Deputy Director and performing any other duties assigned by the Director or Deputy Director. This position requires a high degree of confidentiality which is essential in the execution of assigned duties. Independent decision-making is exercised in all facets of this work, including the dissemination of confidential information.

**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.

- Data entry
- Scheduling of meetings and preparation of meeting places
- Maintain and update communication directories for the state judiciary
- Maintain statistics and generate reports for use by the judicial branch and associated state agencies
- Prepare orders and correspondence as directed
- Process out of state travel requests by the judiciary
- Participate in statewide committees as requested and attend seminars related to the certification of Court Administration, as required
- Serve as liaison to the Court, Bar, and law enforcement agencies and the general public
- Maintain cooperative working relationships with state and county officials
- Assist in preparation of the judicial budget
- Document and records management
- Carry out indirect supervisory duties
- **Perform other related duties as assigned or required.**

## **Minimum Requirements**

Bachelor's Degree from an accredited four-year college or university, and four (4) years of directly related experience 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.

*Preference will be given to those with a legal background.*

## **Compensation**

Compensation will be based upon the experience of the incumbent and will fall within the range of \$33,600 - \$55,125 per year. The incumbent will be entitled to all state benefits with the exception of civil service protection.

This position is classified as at-will. The incumbent will serve at the will and pleasure of the Director of the Administrative Office of Courts.

## **To Apply**

All interested parties should email a cover letter, resumé, and list of references to

Lisa Counts, Deputy Director, Administrative Office of Courts  
[lcunts@courts.ms.gov](mailto:lcunts@courts.ms.gov)

NO PHONE CALLS WILL BE ACCEPTED.

**The deadline to apply is March 31, 2023.** Only those chosen for interviews will be contacted.