

STAFF ATTORNEY – 23rd Circuit Court District

Characteristics of Work -This is professional work involving the performance of legal research for a Judge in the Trial Court System in Mississippi. This position will be in the Circuit Court System. 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 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

- . • 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 Page 10 of 15 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.

Interested parties should email a resumé and references to: ayoung@desotocountymt.gov