

AOC TRIAL COURT SUPPORT STAFF  
 Job Descriptions & Salary Ranges  
 Chancery & Circuit Court  
 Effective November 1, 2023

JOB TITLE	SALARY RANGES
<a href="#">AOC - Court Administrator</a>	Not to exceed \$67,540.00
<a href="#">AOC - Deputy Court Administrator</a>	Not to exceed \$64,200.00
<a href="#">AOC - Assist. Court Administrator</a>	Not to exceed \$42,300.00
<a href="#">AOC - Staff Attorney VI</a>	\$89,500.00 - \$94,800.00
<a href="#">AOC - Staff Attorney V</a>	\$83,800.00 - \$89,100.00
<a href="#">AOC - Staff Attorney IV</a>	\$78,200.00 - \$83,400.00
<a href="#">AOC - Staff Attorney III</a>	\$72,500.00 - \$77,800.00
<a href="#">AOC - Staff Attorney II</a>	\$64,200.00 – \$72,000.00
<a href="#">AOC - Staff Attorney I</a>	\$57,800.00 - \$63,800.00
<a href="#">AOC - Law Clerk III</a>	\$51,300.00 - \$57,300.00
<a href="#">AOC - Law Clerk II</a>	\$43,600.00 - \$50,700.00
<a href="#">AOC - Law Clerk I</a>	\$34,500.00 - \$43,100.00
<a href="#">AOC - Law Student Research Assistant *</a>	\$27,000.00 - \$33,800.00 or \$13.00 to \$16.25 per hour
<a href="#">AOC - Legal Research Assistant (Paralegal)</a>	\$32,700.00 - \$45,800.00
<a href="#">AOC - Secretary III</a>	\$18,000.00 - \$31,900.00
<a href="#">AOC - Secretary II</a>	\$8.75 to \$15.25 per hour
<a href="#">AOC - Secretary I</a>	\$8.75 to \$15.25 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. Court administrators 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. Court administrators serve as liaison with the public and members of the bar and coordinate and assist in the duties of the clerks of the courts of the district related to the judicial duties of the clerks. Court administrators provide general administrative support for the judge(s)/chancellor(s) of the district to whom they are assigned and perform other duties as assigned in addition to the duties listed below. Districts are not limited to one court administrator.

Pursuant to Miss. Code Ann. § 9-17-1, the judges/chancellors of the district may choose to hire one court administrator for the district, or each judge/chancellor may choose to hire his or her own court administrator. The Administrative Office of Courts will evaluate the chosen applicant before hiring to determine whether he/she meets the minimum requirements.

Should the judges/chancellors choose to hire one court administrator for the district, the court administrator shall be 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 after approval by the Administrative Office of Courts, the senior judge/chancellor of the district shall enter an order and forward it to the Administrative Office of Courts. Designation of which judge's support staff funds are to be used, if applicable, is to be set out in 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. If the AOC support staff funds are insufficient to cover the salary/fringe benefits of the court administrator, each county in the district must provide documentation in the form of certified board minutes, a letter from the county attorney, or a letter from the county administrator agreeing to reimburse the AOC for the overage.

Termination of the court administrator will be handled by a like vote of all 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.

Should each judge/chancellor in the district decide to hire his/her own court administrator, the hiring judge/chancellor, after approval by the Administrative Office of Courts, shall enter an order and forward it to the Administrative Office of Courts. If the AOC support staff funds are insufficient to cover the salary/fringe benefits of the court administrator, each county in the district must provide documentation in the form of certified board minutes, a letter from the county attorney, or a letter from the county

administrator agreeing to reimburse the AOC for the overage.

In this instance, termination of the court administrator will be at the discretion of the hiring 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 case flow 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 Administrative Office of Courts, 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 hiring judge/chancellor or all judges/chancellors of the district if only one court administrator is hired, 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 master's 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 \$67,540.00.

## **AOC - DEPUTY COURT ADMINISTRATOR**

### **Characteristics of Work**

This is a professional full-time position to ensure the impartial and expedient disposition of all cases of the court. Deputy court administrators 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)/chancellor(s) of the district, and performing other duties assigned by the supervising judge(s)/chancellor(s).

Pursuant to Miss. Code Ann. §9-1-36(3), any judge/chancellor or judges/chancellors in a district may hire a deputy court administrator. Districts are not limited to one deputy court administrator. Designation of which judge's support staff funds are to be used, if applicable, is to be set out in 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. This position may be assigned by the hiring judge(s)/chancellor(s) to assist a particular judge or geographic location or courthouse, with direct supervisory authority assigned to that judge/chancellor. The supervising judge(s)/chancellor(s) has the authority to terminate the deputy court administrator for failure to perform lawful or assigned duties.

The Administrative Office of Courts will evaluate the chosen applicant before hiring to determine whether he/she meets the minimum requirements.

### **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 judge(s)/chancellor(s). These duties are to be performed by the deputy court administrator 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;
- Perform administrative duties in 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 supervising judge(s)/chancellor(s) of the district as well as the withholding of compensation by the Administrative Office of Courts until such duties are executed.

### **Minimum Requirements**

A 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 \$64,200.00.

## **AOC - ASSISTANT COURT ADMINISTRATOR**

### **Characteristics of Work**

This is an entry level, professional, full-time position that helps to ensure the impartial and expedient disposition of all cases in the trial court. Employees 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).

Pursuant to Miss. Code Ann. §9-1-36(3), a judge/chancellor or judges/chancellors may hire an assistant court administrator. Districts are not limited to one assistant court administrator. Termination of the employee will be handled by the supervising judge/chancellor or judges/chancellors of the district. Designation of which judge's/chancellor's support staff funds which are to be used, if applicable, is to be set out in 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. This position is to assist a particular judge/chancellor or geographic location or courthouse, with direct supervisory authority assigned to that judge/chancellor.

The Administrative Office of Courts will evaluate the chosen applicant before hiring to determine whether he/she meets the minimum requirements.

### **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 judge(s)/chancellor(s.) These duties are to be performed by the assistant court administrator 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 supervising judge/chancellor or judges/chancellors of the district 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 \$42,300.00.

## **AOC - STAFF ATTORNEY**

### **Characteristics of Work**

This is professional work involving the performance of legal research for a judge/chancellor or a combination of judges/chancellors in the trial courts of Mississippi. 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. The staff attorney exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a judge/chancellor of a combination thereof. The staff attorney must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc. Supervision is received from a judge/chancellor or any combination thereof at the trial court level in the Mississippi court system although the law clerk would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant before hiring to determine whether he/she meets the minimum requirements.

### **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/chancellor or combination thereof.

- 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 - \$89,500.00- \$94,800.00**



The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

**Level V: Salary Range - \$83,800.00 - \$89,100.00**

The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

**Level IV: Salary Range - \$78,200.00- \$83,400.00.**

The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

**Level III: Salary Range - \$72,500- \$77,800.00.**

The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

**Level II: Salary Range - \$64,200.00 - \$72,000.00.**

The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

**Level I: Salary Range - \$57,800.00 - \$63,800.00.**

The staff attorney must have a juris doctor from an American Bar Association (ABA) accredited school of law. The staff attorney 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.

## **AOC - LAW CLERK**

### **Characteristics of Work**

This is professional work involving the performance of legal research for a judge/chancellor or any combination thereof in the trial court system in Mississippi. This

position could be in the chancery court system or 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. The law clerk must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc. The law clerk exercises initiative and judgement in the conduct of all duties performed.

Supervision is received from a judge/chancellor or any combination thereof at the trial court level in the Mississippi court system although the law clerk would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant to determine whether he/she meets minimum requirements.

### **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/chancellor or any combination thereof.

- 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 - \$51,300.00 - \$57,300.00.**

The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk 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.

**AOC - Law Clerk II:            Salary Range - \$43,600.00 - \$50,700.00.**

The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk must be licensed to practice law.

**AOC - Law Clerk I:                    Salary Range - \$34,500.00 - \$43,100.00.**

The law clerk must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. The law clerk is not required to be licensed to practice law.

## **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/chancellor or combination thereof 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. The law student research assistant must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc., and must exercise initiative and judgement in the conduct of all duties performed.

Supervision is received from a judge/chancellor or a combination thereof at the trial court level in the Mississippi court system, although the law student research assistant 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**

The law student research assistant must have completed and passed at least thirty (30) hours of credits from an American Bar Association (ABA) accredited school of law.

He/she must be attending law school but may, however, be on a school break while working. The law student legal research assistant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

**Salary Range** - \$27,000.00 - \$33,800.00 (or \$13.00 to \$16.25 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/chancellor or a combination thereof at the trial court level in the Mississippi court system, although the legal research assistant would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant to determine whether he/she meets minimum requirements.

### **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/chancellor or combination thereof.

- 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**

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 circuit court system or both.

Supervision is received from a judge/chancellor or a combination at the trial court level in the Mississippi court system although the secretary would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant to determine whether he/she meets minimum requirements.

### **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 by each judge/chancellor or combination thereof.

- Prepares correspondence, orders and judgments, as directed;
- Manages telephones; and
- Utilizes general office equipment, i.e., word processor, 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). The secretary is entitled to full benefits and leave time. **Salary Range** - \$18,000.00 - \$31,900.00.

**AOC - Secretary II:** The secretary will work 30 hours per week. The secretary is entitled to benefits, but salary and leave time will be calculated at 30 hours per week. **Salary Range** - \$8.60 to \$15.25 per hour.

**AOC - Secretary I:** The secretary will work 19 hours or less per week, not to exceed 79 hours per month. This is a part-time position in which the secretary is not entitled to benefits. **Salary Range** - \$8.60 to \$15.25 per hour.