

Administrator
Mississippi Commission on Continuing Legal Education
and
Board of Certified Court Reporters

The Mississippi Commission on Continuing Legal Education and the Board of Certified Court Reporters seek to fill the position of Administrator. This is a full-time, mid-level management and support professional position accountable for directing, analyzing, and supervising the processes and activities involved in conducting the business of the Continuing Legal Education Commission and the Board of Certified Court Reporters.

Essential Duties and Responsibilities

- Review and approve applications for continuing legal education credit in accordance with the Rules and Regulations for Mandatory Continuing Legal Education
- Correspond with attorneys with regard to their continuing legal education requirements
- Prepare Continuing Legal Education Annual Reports
- Review and prepare Court Reporter Applications for Board approval
- Organize and schedule Court Reporting Certified Court Reporter exam twice a year
- Send annual continuing education reports to court reporters
- Send annual license renewal notices to court reporters
- Update continuing education records of attorneys and court reporters
- Organize Commission and Board meetings on a quarterly and bi-monthly basis
- Take and produce meeting minutes of Commission and Board meetings
- Arrange travel for Commission and Board members
- Collect and deposit fees
- Prepare petitions
- Knowledge of the Rules and Regulations for Mandatory Continuing Legal Education and the Rules and Regulations Governing Certified Court Reporters
- Supervise Commission/Board employees

Knowledge, Skills and Abilities

Excellent interpersonal and communication skills, both written and verbal

Ability to manage multiple projects and timelines effectively

Proficient in Microsoft Word, Excel and Outlook

Minimum Requirements

Bachelor's degree from an accredited four-year university with two to four years' experience in similar work-related duties preferred.

Compensation

The position is classified as a Program Specialist III with a paygrade of MS11. Compensation will be based upon the experience of the incumbent. In addition to salary, the position offers health, vision, dental, life insurance, state retirement through PERS retirement system, paid vacation and sick leave.

To Apply

All interested applicants should submit resumes by March 8, 2024, to:

Tracy Graves, Administrator
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Post Office Box 369
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or
tgraves@courts.ms.gov