

## **ADAMS COUNTY JUSTICE COURT JOB DESCRIPTION**

### **ADAMS COUNTY, MISSISSIPPI**

#### **JOB DESCRIPTION**

**JOB TITLE:** Justice Deputy Court Clerk

**DEPARTMENT:** Justice Deputy Court

**REPORTS TO:** Justice Court Clerk

**CLOSING DATE:** Thursday, May 1, 2025 @ 5:00 PM

#### **JOB OBJECTIVE:**

Under general supervision of the Court Clerk. Performs tasks in conjunction with other Deputy Court Clerks and administrative personnel. The Deputy Clerk performs a wide variety of clerical, cashing, collection, courtroom, and administrative support duties for the Justice Court by following established policies and procedures based upon Mississippi statutes rules and local ordinances.

#### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Maintain a high level of professionalism and confidentiality.
- Performs all court functions and operations within the court's case management system; including data entry, courtroom and docket management, collections, and cashier functions.
- Import documents and s traffic, criminal misdemeanor affidavits, civil domestic abuse, civil cases.
- Retrieve court cases, dockets, and affidavits. Notify defendants and counsel of court appearances and prepares subpoenas.
- Complete court docket preparation prior to court sessions, schedule court events and manage dockets during court sessions.
- Assists judge in courtroom and coordinate courtroom activity, arraignments.
- May perform any and all job duties as it relates to civil domestic violence petitions and environmental code violations.
- May perform duties as a cashier, collections, warrants, jail, or courtroom clerk. May perform duties associated with appeals or expungements.
- Opens and verifies mail; scan into the appropriate case; record checks, cash, money orders and other court related documents.
- Respond to record requests in a timely manner including certifying documents.
- Answers telephone and responds to requests from citizens regarding any and all Justice Court operations processes and/or policies.
- Receives and routes court documents as applicable between judicial chambers, prosecutor's office, District Attorneys and sheriff department.
- All other assigned duties.

#### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to learn quickly and adapt to the court's computer software system.
- Ability to maintain a high degree of accuracy in processing court records and documents.  
Knowledge/ability to learn court system operations.
- Ability to identify and initiate work tasks with minimal supervision.
- Strong attention to detail.
- Ability to work in a fast-paced environment with the skills to multi-task.
- Ability to perform basic mathematics.
- Basic knowledge and understanding of legal terminology and documents.
- Strong grammar, writing, and verbal communication skills.
- Ability to organize work, set priorities and meet critical Court deadlines.
- The ability to adapt to technological and work environment changes.
- Must be able to maintain confidentiality of Court documents and records.
- Must be able to perform data entry and type accurately 30 wpm to perform assigned duties.
- Ability to demonstrate a working knowledge of Microsoft Office programs including Word, Excel, Outlook and Adobe Acrobat.
- Possess strong customer service skills with the ability to remain calm in sometimes stressful situations.
- Ability to maintain harmonious and effective working relationships with all court and city/county employees, and any court related agency or group.

#### **Physical Demands and Working Conditions**

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination necessary to operate a computer keyboard. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

#### **ADDITIONAL REQUIREMENTS:**

- Valid Mississippi Driver's License required prior to employment.
- Criminal Background Check and Drug Test.

For more information, call 601-442-2431. Please submit your resume to Kevin Wilson, President, 314 State Street, Natchez, MS 39120. Applications will be accepted until May 1, 2025. Adams County, MS is an Equal Opportunity Employer.