

Date posted: August 18, 2026

Pay: \$12.00 per hour

Job description:

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: Monday, September 1, 2026 @ 12:00 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, cashiering, 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 LaTroya Washington at 314 State Street, Natchez, MS 39120. Applications will be accepted until September 1, 2026.

Adams County, MS is an Equal Opportunity Employer.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person