

NOTICE OF VACANCY

The following vacancy is announced by the Coahoma County Board of Supervisors, Coahoma County, Mississippi,

Justice Court Department.

Position/Title: Full Time Deputy Justice Court Clerk

Rate of Pay: Salary shall be negotiable depending upon qualifications and/or experience.

Minimum Qualifications

Of Position: Must have clerical experience; Must have knowledge of booking and filing systems; be able to operate a word processor, database software and other office equipment; Legal experience helpful but not required; Must have effective oral and written communication; Must possess management/supervisory experience.

Education: Some college preferred, high school education

Experience: See qualifications

Other: Flexible hours

Applications are available at WIN job Service, 620 State Street, Clarksdale, MS. and the Coahoma County Administrator's Office. Coahoma County Courthouse, 115 First Street, Clarksdale, MS

Applications for the above position should be delivered to the Coahoma County Personnel Office no later than 5:00 P.M. on April 14, 2022.

Coahoma County is an Equal Opportunity Employer.