The Tenth Chancery Court District (currently Forrest, Lamar, Marion, Pearl River and Perry Counties) seek applicants for a Deputy Court Administrator. Effective January 1, 2027, the Tenth Chancery Court District will be comprised of Lamar, Marion, Pearl River, and Walthall Counties.

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 --- Subject to approval by the Administrative Office of Courts.

Applicants should send a cover letter and resume to Lisa Stringer (lstringer@marioncountyms.gov) by Monday, November 18, 2026.