Job Posting:	**Legal Assistant/Paralegal Chancellor Renee McBride Porter**
Position Title:	**Legal Assistant/Paralegal Chancellor Renee McBride Porter**
Department:	**Chancery Judge Post One**
Reports To:	**Renee McBride Porter**
Employment Type:	**Full-time**
Compensation:	**Determined by Administrative Office of Courts and Tenth Chancery District**
Application Deadline:	**November 18, 2026**
Start Date:	**January 1, 2027**

Position Summary and Essential Duties and Responsibilities

The legal assistant /paralegal duties will include conducting research for opinions, reviewing briefs, attending Court with Chancellor Porter, preparing Orders, and assisting her in her duties as Chancellor. The Supervision will be by Chancellor Porter. The legal assistant/paralegal will be required to assist the Chancellor in maintaining records as directed by the Court to facilitate the creation of the Marion/Walthall County Youth Court. The legal assistant /paralegal will also be responsible for case tracking.

Qualifications

Paralegal certificate/degree from an accredited college or university;

or

High School Diploma and 3 years' experience working as a paralegal;

and

Must be familiar with computerized legal research, i.e., WestLaw, Lexis, etc.

How to Apply

Submit the following:

- Cover letter/letter of interest.
- Resume/curriculum vitae

Submit via email to:

lstringer@marioncountyms.gov

Renee McBride Porter
Marion County Chancery Court

250 Broad Street
Suite 12
Columbia, Mississippi 39429
Phone: 601-736-2220

Limitations and Disclaimer

The Tenth Chancery Court District is an equal opportunity employer. This job description describes the general nature and level of work. It is not an exhaustive list of all responsibilities, duties, or skills. Requirements may be modified to reasonably accommodate individuals with disabilities. Continued employment is on an at-will basis. Applicants should verify current training requirements with the Mississippi Judicial College and Administrative Office of Courts.