

**ATTORNEY**

Town Attorney for the Town of Goodman The Town of Goodman is seeking a Town Attorney to provide professional legal services for the Town. The Attorney will assume all duties and responsibilities of a regular Town Attorney. These duties include but are not limited to, attending Board meetings and Special Board Meetings when required. The attorney will be involved in drafting orders and resolutions. Ordinances shall be written and reviewed to assure they are always followed and updated. All contracts terms and agreements of and with the town shall be reviewed to assure terms meet conditions required by city government.

The Attorney provides legal support to Town officials and departments. Performs all duties that are typically associated with a position of this nature including representing the city and its officials in litigation wherein insurance does not provide representation. The Attorney also performs other duties that may be assigned by the Mayor and Board of Alderman.

Must be a licensed attorney and a member of the Mississippi Bar. License to practice before the state (required), Federal District (required). Eight (8) years of extensive experience practicing law, preferably in municipal law and government law including trial work and legal research.

Resumes can be mailed to the Town of Goodman, Post Office Box 397, Goodman, MS 39079, or hand delivered to the Town of Goodman, 9912 Main Street, Goodman, MS 39079. The Town of Goodman will be accepting applications for this position until Thursday, September 17, 2020 @ 2:00 pm.

The Town of Goodman is an Equal Opportunity Employer.

**CLASSIFIED ADS**

**DEPUTY CLERK WANTED**

The Town of Pickens will be taking applications for a Deputy Clerk from 09/03/2020 thru 09/10/2020. For more information and qualifications, contact Town Hall at 468-2171. The Town of Pickens is an Equal Opportunity Employer.

**JOB ANNOUNCEMENT**

**Holmes County Justice Court is actively seeking to fill a Position of a Deputy Clerk (Part time)**

**Duties Include:**

- File and record actions and pleadings.
- Receive and receipt for monies,
- Acknowledge affidavits,
- Issue warrants in criminal cases upon direction by a justice court judge in the county
- Other Duties Assigned by Justice Court Clerk

**All resumes can be submitted to:**  
vtruss@holmescountymys.org or hand deliver to  
408 Court Square, Lexington, MS 39095

**NOTICE**

The Board of Levee Commissioners for the Yazoo-Mississippi Delta, Clarksdale, Mississippi is now accepting applications only until 5:00 p.m. on September 30, 2020 for the following:

**CHIEF ENGINEER**

-All applicants must have graduated from an ABET-accredited Civil Engineering Program and be a Licensed Professional Engineer in the State of Mississippi.

-The applicant must possess a minimum of 5 years of experience as a Licensed Professional Engineer.

-The applicant must also possess experience in Administration and Management, Leadership, Oral and Written Communication and Technical competency in engineering.

-This position requires some travel.

-The applicant must be physically fit and be willing to work part of the time outdoors.

-The successful candidate will be required to pass a drug test before being employed. The Yazoo-Mississippi Delta Levee Board does participate in a random drug testing program.

The Yazoo-Mississippi Delta Levee Board is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

For a full list of the required job duties, please contact Kim Easley at 662-624-4397, visit the Levee Board's website at leveeboard.org, or schedule a time to pick up information at the office located at 140 Delta Avenue, Clarksdale, Mississippi by appointment.

JIMMY SCOTT, PRESIDENT  
YAZOO-MISSISSIPPI DELTA LEVEE BOARD

**HOLMES COUNTY CIRCUIT CLERK ANNOUNCES A JOB OPENING FOR Assistant Deputy Court Clerk**

Assist and respond to phone and face-to-face inquires from attorneys, judicial and law enforcement officers, and the general public. Prepare, review, and process legal documents, correspondence, motions and orders and administer oaths to witnesses. **In addition, he/she must have a public personality.**

**Assistant Deputy Court Clerk Duties & Responsibilities**

The duties of an Assistant Deputy Court Clerk generally require the ability to do the following work:

- Assist and respond to phone and face-to-face inquires from attorneys, judicial and law enforcement officers and the general public.
- Prepare, review, and process legal pleadings, motions and orders.
- Administer oaths to witnesses.
- Complete court-related forms, petitions and warrants
- Issue Marriage Licenses, Garnishments, file Indictments and issue summons and subpoenas
- Collect fines, fees and bond payments.
- Write receipts.
- Maintain the dockets of scheduled cases once term calendar is released by Presiding Judge
- File documents physically or electronically if the system is in place.

Assist the Circuit Clerk and Deputy Court Clerk with the daily operation of the court in accordance with state and local laws. The Assistant Deputy Court Clerk is often expected to have advanced expertise in general courthouse procedures, pleadings and filing requirements, researching archived cases and must attend continuing education classes when scheduled.

**Education, Training, & Certification**

The Assistant Deputy Court Clerk is required to have at least one year of experience in a clerical or administrative job.

- **Education:** This occupation requires a certificate from a community college and/or an Associate Degree in a clerical field or Criminal Justice.
- **Training:** On-the-job training of 6 to 12 months working under an experienced employee is normal for Assistant Deputy Court Clerk

**Assistant Deputy Court Clerk Skills**

- **Interpersonal skills:** This position works with people from all walks of life on a daily basis, Treating everyone with respect and courtesy is key to doing the job effectively.
- 
- **Communication skills:** The ability to listen actively and express yourself clearly, concisely, and diplomatically, whether orally or in writing, is crucial as you'll use these skills continuously. Good command of grammar is essential to accurately proofread work to spot and correct errors,
- 
- **Computer and software skills:** You must be adept at using computers as well as spreadsheet, database, word processing as well as type on an IBM Wheelwriter 3000 or equivalent, email applications in carrying out assignments.
- 
- **Math skills:** A working knowledge of basic arithmetic operations is essential to balance daily cash receipts.

For consideration, please submit resume' and references by Thursday, September 10, 2020 to the Circuit Clerk's Office @ Post Office Box 718, Lexington, MS 39095 and/or must be postmarked by US Postal Service no later than September 10, 2020. September 10, 2020 will be the deadline to accept resume' and references.

**NOTE: A CRIMINAL BACKGROUND CHECK AND A DRUG TEST WILL BE REQUIRED FOR SCREENING.**

**JOB ANNOUNCEMENT**

**Assistant Purchase Clerk**

Employer: Holmes County Board of Supervisors  
Location: Lexington, MS 39095  
Department: Administration  
Reports to: County Administrator/Purchase Clerk

**SUMMARY:**

The Assistant Purchasing Clerk assists the Purchasing Clerk in procuring needed materials, supplies, machines, equipment, tools, commodities and services at an ultimate cost consistent with economic conditions surrounding the item being purchased; to safeguard the standard of quality, continuity of service and the county's reputation for fairness and integrity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsibilities include but are not limited to:
1. Creates purchase orders from requisitions.
  2. Confers with vendors to obtain product or service information such as price, availability and delivery schedule.
  3. Data entry and filing paperwork.
  4. Obtains price quotes from multiple vendors.
  5. Runs reports.
  6. Prepares purchase orders or bid requests.
  7. Issues purchase orders to suppliers and confirms delivery date, quantity ordered and price are correct.
  8. Maintains procurement records such as claim dockets, manual claims, etc.
  9. Discusses defective or unacceptable goods or services with users, vendors, and others to determine source of trouble and take corrective action.
  10. Processes receipts and invoices for payment.
  11. Expedite delivery of goods to users.
  12. Other related duties as assigned.

**All resumes can be submitted to:**  
vtruss@holmescountymys.org or hand deliver to  
408 Court Square, Lexington, MS 39095