

*Boys and Girls

(Continued from page 1.)
The Lexington Unit of the Boys and Girls Club of the Mississippi Delta is planning for an October 5 reopening after many extracurricular programs were shuttered earlier in the year due to the COVID-19 pandemic.

The Boys and Girls Club after school programs have operated in an online format recently, utilizing Zoom, videotelephony and on-line chat services through a cloud-based peer-to-peer software platform and used for teleconferencing, telecommuting, distance education and social interactions. Unit Director Kawanna Horton says that CDC (Centers for Disease Control) guidelines, face coverings and social distancing will be enforced during club activities.

Horton said the club, geared for children ages 6-18, is open Monday through Friday, 3-7 p.m., at Holmes County Central High School.
The club is currently accepting applications for student members. Contact Horton at 662-739-1938.

*Mississippi

(Continued from page 1.)
agency to apply for both types of assistance. A list of these agencies is posted on the MDHS website at <https://www.mdhs.ms.gov/community-services/>. Applications will be taken on a first come, first served basis. Individuals who have never received services may submit a pre-application at <https://virtualroma.mdhs.ms.gov>. This site is available nationwide, but services and funds are for residents of Mississippi only.



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
by Friday, September 11, 2020.

A FORTY ACRE FARM 819-4719 for details.
for sale: We will subdivide 8-20---10-08p
into 3-5 acre home seats.
Paved roads with community water, mature trees, rolling hills and plenty of wildlife. No mobile or modular homes. Call Allen at 817-
FOR SALE: CENTRAL unit. Call Louise Sanders at 662-653-6800. 9-3,10p

City of Durant Employment Announcement

OPEN DATE: September 2, 2020
POSITION: Accounts Payable/Payroll Clerk
CLOSING DATE: September 25, 2020

The City of Durant is accepting applications for a Part-Time Accounts Payable/Payroll Clerk.

The qualifications are knowledge of Excel, Microsoft Word, QuickBooks, BBI, and Word Processing, office management experience and ability to work with the public. Applicant must have a high school diploma, two-year college degree in Accounting or Business and Office Technology is preferred and **must be able to be bonded**.

Applications can be picked up at Durant City Hall, Monday through Friday from 8:00 a.m.-5:00 p.m. Deadline for accepting applications will be September 25, 2020 at 5:00 p.m. at the Durant City Hall.

The City of Durant is an Equal Opportunity Employer.

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
by Friday, September 11, 2020.

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.**