

**SANDY KANE SMITH**  
President, District Five  
**MALCOLM PERRY**  
Vice-President, District Two  
**DONALD HART**  
District One



**HUDSON HOLLIDAY**  
District Three  
**JASON SPENCE**  
District Four  
**MELINDA BOWMAN**  
Clerk of Board

**BOARD OF SUPERVISORS**  
PEARL RIVER COUNTY  
P.O. BOX 569  
POPLARVILLE, MS 39470  
(601) 403-2300  
(601) 403-2309 Fax  
**ADRIN LUMPKIN, JR.**  
County Administrator

**POSITION: Justice Court Clerk**

Respondents must include their resume and Application for Employment (<http://www.pearlrivercounty.net/files/application.pdf>). These documents must be delivered to the following address by **December 20, 2021 at 5:00 PM.**

Pearl River County Board of Supervisors  
109 West Pearl Street  
P.O. Box 569  
Poplarville, MS 39470

**POSITION SUMMARY**

The Justice Court Clerk will be responsible for managing the office of Justice Court. The position will be a Pearl River County employee and report to the County Administrator. Other responsibilities and duties of the position will include:

- Computer data entry.
- Managing deputy court clerks.
- Scheduling court cases and managing court days with the Justice Court Judges.
- Making daily deposits of funds collected.
- Balancing and settling monthly reports of funds collected to Chancery Clerk.

**EDUCATION AND/OR EXPERIENCE**

Court experience preferred.

**The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions as associated with this job.**