

OCT 03 2023

IN THE COURTS OF THE TWENTIETH CIRCUIT COURT DISTRICT IN THE CIRCUIT COURT OF RANKIN COUNTY, MISSISSIPPI
IN THE CIRCUIT COURT OF MADISON COUNTY, MISSISSIPPI
BY [Signature] D.C.

RE: APPOINTMENT OF LAW CLERK II

ORDER APPOINTING AND SETTING SALARY FOR SUPPORT STAFF

IT IS ORDERED that Allie Burroughs is appointed Law Clerk II for the Judges of the Twentieth Circuit Court District effective October 1, 2023. Pursuant to Miss. Code Ann. §9-1-36 (1972 as amended), the annual salary of Allie Burroughs is hereby set at \$50,700.00, plus benefits, and is to be funded from the support staff funds of the undersigned Judges of the Twentieth Circuit Court District. The salary set forth above shall take effect on October 1, 2023, and remain in effect until further order of this Court.

Pursuant to Section 9-1-36 (1972, as amended), the above salary shall be funded on a monthly basis first from the funds remaining in the undersigned Judges support staff funds equally and then equally by Madison County, Mississippi and Rankin County, Mississippi.

SO ORDERED AND ADJUDGED this the 3rd day of October, 2023.

[Signature]

CIRCUIT JUDGE

[Signature]

CIRCUIT JUDGE

[Signature]

CIRCUIT JUDGE

AOC TRIAL COURT SUPPORT STAFF
 Job Descriptions & Salary Ranges
 Chancery & Circuit Court
 Effective July 1, 2023

JOB TITLE	SALARY RANGES
AOC - Court Administrator	Not to exceed \$67,540.00
AOC - Deputy Court Administrator	Not to exceed \$64,200.00
AOC - Assist. Court Administrator	Not to exceed \$42,300.00
AOC - Staff Attorney VI	\$89,500.00 - \$94,800.00
AOC - Staff Attorney V	\$83,800.00 - \$89,100.00
AOC - Staff Attorney IV	\$78,200.00 - \$83,400.00
AOC - Staff Attorney III	\$72,500.00 - \$77,800.00
AOC - Staff Attorney II	\$64,200.00 - \$72,000.00
AOC - Staff Attorney I	\$57,800.00 - \$63,800.00
AOC - Law Clerk III	\$51,300.00 - \$57,300.00
AOC - Law Clerk II	\$43,600.00 - \$50,700.00
AOC - Law Clerk I	\$34,500.00 - \$43,100.00
AOC - Law Student Research Assistant *	\$27,000.00 - \$33,800.00 or \$13.00 to \$16.25 per hour
AOC - Legal Research Assistant (Paralegal)	\$32,700.00 - \$45,800.00
AOC - Secretary III	\$18,000.00 - \$31,900.00
AOC - Secretary II	\$8.75 to \$15.25 per hour
AOC - Secretary I	\$8.75 to \$15.25 per hour

* The position of AOC - Law Student Research Assistant is to be restricted to 20 hours per week if the student is currently taking a full load (12 semester hours during the fall or spring sessions and 6 hours during the summer session).

AOC - LAW CLERK

Characteristics of Work

This is professional work involving the performance of legal research for a judge/chancellor or any combination thereof in the trial court system in Mississippi. This position could be in the chancery court system or the circuit court system. There will be more than one position in this category listed at numerous locations across the state. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. The law clerk must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc. The law clerk exercises initiative and judgement in the conduct of all duties performed.

Supervision is received from a judge/chancellor or any combination thereof at the trial court level in the Mississippi court system although the law clerk would be an employee of the Administrative Office of Courts.

The Administrative Office of Courts will evaluate the chosen applicant to determine whether he/she meets 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 essential functions of any one position. The essential functions of each individual position are determined and maintained by each judge/chancellor or any combination thereof.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;
- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements:

AOC - Law Clerk III: Salary Range - \$51,300.00 - \$57,300.00.

The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk must have been licensed for at least one (1) year and have been employed either as a law clerk, staff attorney, or other equivalent legal position during that time.

AOC - Law Clerk II: Salary Range - \$43,600.00 - \$50,700.00.

The law clerk must have a juris doctor from an American Bar Association (ABA) accredited school of law. The law clerk must be licensed to practice law.

AOC - Law Clerk I: Salary Range - \$34,500.00 - \$43,100.00.

The law clerk must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. The law clerk is not required to be licensed to practice law.

AOC - LAW STUDENT RESEARCH ASSISTANT

Characteristics of Work

This is professional full-time or part-time position performing work involving the performance of legal research for a judge/chancellor or combination thereof in the trial court system in Mississippi. This position could be in the chancery court system or the circuit court system or both systems. There will be more than one position in this category listed at numerous locations across the state. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. The law student research assistant must be proficient with computerized legal research, i.e., WestLaw, Lexis, etc., and must exercise initiative and judgement in the conduct of all duties performed.

Supervision is received from a judge/chancellor or a combination thereof at the trial court level in the Mississippi court system, although the law student research assistant would be an employee of the Administrative Office of Courts. This position will be a time-limited position which will last for a definite period.

Examples of Work

The following are examples of work performed for positions in this job class and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each Judge or combination of Judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;