

POSITION ANNOUNCEMENT

Claiborne County Board of Supervisors
Justice Court Clerk

The Claiborne County Board of Supervisors is accepting applications for a **full-time Justice Court Clerk**.

Applicants Must:

- Submit Application for Employment
- Pass Drug Test
- Provide Copy of Valid Driver's License
- Deal with the Public in a Positive, Courteous and Respectable Manner

Required Education & Experience:

- Minimum: High School Diploma or equivalent
- Three years clerical or secretarial experience

A Job Description can be viewed online @ www.ccmsgov.us; and applications can be submitted online or picked up from 8:00 a.m. until 5:00 p.m. at the Claiborne County Department of Administration & Planning, William Matt Ross Administration Building, 510 Market St., 2nd Floor, Port Gibson, MS 39150

**Contact: Ms. Avis King, County Administrator or
Mrs. Lois Chess, Administrative Assistant @ (601) 437-5216**