Deputy Director and Director of Research, Mississippi Judicial College

Definition of Class
This is a supervisory position in which the incumbent provides administrative support in the planning and direction of the Mississippi Judicial College. Incumbent to this position is responsible for directing legal research, and issuing legal opinions. Incumbent oversees pilot projects, and assumes the duties and responsibilities of the Executive Director in his/her absence.

Examples of Work Performed
Identifies and defines legal issues and problems. Performs and supervises legal research for attorneys and paralegals.

Organizes and directs efforts for obtaining research funding, to include the preparation and submission of grant proposals.

Drafts reports, documents, and legal opinions based upon research findings.

Develops judicial education curriculum. Develops, evaluates, and implements programs and pilot projects designed to further train court personnel, and ensures that services offered provide support to the judiciary and other court employees.

Ensures the accurate maintenance of continuing education hours for judges, clerks, and other court employees.

Participates in the preparation of short and long range plans related to the development and growth of the Mississippi Judicial College.

Analyses previous fiscal year budgets, anticipates future budget needs, and assists in the preparation of future budgets for the Mississippi Judicial College.

Assigns tasks and reviews work of supervised individuals, to include attorneys, paralegals, program managers, and program coordinators.

Fulfills the duties and responsibilities of the Director in his/her absence.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Designs, conducts, and directs legal research; prepares funding proposals and issues legal opinions.

2. Develops, evaluates, and replicates special projects.

3. Assists in the planning and direction of the Mississippi Judicial College, to include budget preparation and development of judicial education curriculum.

4. Supervises personnel; assumes duties and responsibilities of Director in his/her absence.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

  **Vision:** Requirements of this job include close vision.

  **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

  **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand, and sit.

Experience/Educational Requirements:

  **Education:**
  J.D. degree from an accredited law school.

  **Experience:**
  Two (2) year of experience related to the above described duties.

  **Licensure:**
  Admission to practice law in the State of Mississippi.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.