Definition of Class
This is a supervisory position in which the incumbent assists in designing, developing, implementing, and evaluating pilot projects within the judicial courts system and replicates these projects throughout the state of Mississippi. In all, the incumbent ensures that project applications comply with the laws and needs of Mississippi and are applicable in other jurisdictions. The incumbent coordinates efforts with the administrative office of the courts in such areas as planning and implementing these pilot projects, and coordinating educational seminars to train official and personnel within the court systems. The incumbent coordinates the research, proposals, and reports for funding of such projects through grants and contracts. Incumbent is under the general supervision of the Director of the Judicial College.

Examples of Work Performed
Coordinates the planning, implementation and analysis of pilot projects. Researches and prepares list of possible subjects; collaborates with court officials to select project; develops plan for implementation; confers with local court officials to relay project's purpose, benefits, and implementation plan; conducts; training session for all court officials to determine whether the project should be replicated. In the event of replication, incumbent prepares comprehensive guidelines and step-by-step instructions for implementation; and conducts training seminars for court officials in those areas where the project is to be replicated.

Coordinates the research, planning, and implementation of training seminars. Analyzes subject matter, and goals to be achieved by target audience. Coordinates seminar site, date and audience. Prepares seminar content; supervises speakers and program coordinators in the implementation of the seminar. Analyzes all data from seminar and reports results to Director of Judicial College.

Collaborates and interacts with local, state, and out-of-state courts in identifying systems, projects, equipment, methods, and information which might prove beneficial to the state of Mississippi. Assists court officials and personnel with the use of computers and computer programs, case management, and jury management.

Researches, evaluates, and reports sources of funding for projects. Prepares all documents, information and data necessary to seek funding from contracting or granting agencies, and assures compliance with contract or grant.

Performs similar or related duties as assigned or required.

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. Coordinates the planning, implementation, and analysis of pilot projects.
2. Coordinates the research, planning, and implementation of training seminars.
3. Collaborates and interacts with local, state, and out-of-state courts in identifying systems, projects, equipment, methods, and information which might prove beneficial to the state of Mississippi.
4. Researches, evaluates, and reports sources of funding for projects.

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 20 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 periodically required to sit; stand; and walk. The incumbent is occasionally required to talk and hear; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

  AND

- **Experience:** Four (4) years of experience related to the above described duties.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**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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