Definition of Class

This is a professional position in which the incumbent assists in providing judicial education to the court system. The incumbent assists with the development and organization of agendas and instructional content of continuing judicial education and training for judges and court related personnel and may lecture at continuing judicial education seminars.

Examples of Work Performed
Conducts legal research.

Drafts and updates handbooks and other publications for use by judges and court related personnel.

Proposes relevant judicial and legal topics for continuing judicial education seminars.

Works with program manager in developing and organizing the agendas and instructional content of continuing judicial education seminars.

Prepares written materials and presentations for speakers, panelists, and participants of continuing judicial education seminars and for any requested or assigned lectures at continuing judicial education seminars.

Provides technical assistance to court personnel on various procedural and statutory concerns.

Lectures, serves as panelist, and moderates discussions at continuing judicial education seminars, as requested or assigned.

May be called upon to advise task forces, commissions, committees, or councils on judicial topics and issues.

May be called upon to draft court rules, model jury instructions, and court related practice manuals.

May be called upon to assist court related governmental agencies in completing grant projects.

Performs related or similar duties, as requested 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. Conducts legal research.
2. Prepares continuing judicial education materials, presentations, and publications for judges and court related personnel.

3. Lectures, serves as panelist, and moderates discussions at continuing judicial education seminars, as requested or assigned.

4. Assists in developing and organizing the agendas and instructional content of continuing judicial education seminars.

**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 sit. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements**:

- **Education**: Juris Doctorate degree from an accredited law school.

- **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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