

**Madison County Board of Supervisors**  
Deputy Clerk

**Summary:**

Deputy Clerk position entails clerical, cashiering, courtroom, and administrative support duties. The ideal candidate will have excellent communication skills, strong organizational abilities, and a customer service-oriented mindset.

**Key Responsibilities:**

- Maintaining professionalism, managing court cases within the system. Filing of records.
- Assisting judges in courtroom. Setting and managing cases both civil and criminal.
- Assist with day to day operations of front end counter.

**Qualifications:**

- High school diploma or equivalent; additional education is a plus.
- Prior experience in a court setting or legal experience beneficial.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong multitasking and problem-solving skills.
- Professional demeanor and excellent people skills.

Resumes will be accepted until June 20, 2025.

**Submit letter of application with resume:**

**Madison County Board of Supervisors**  
**Attn: Loretta D. Phillips, Director of Human Resources**  
**P. O. Box 608**  
**Canton, MS 39046**  
**Or, via email to [hr@madison-co.com](mailto:hr@madison-co.com)**

Drug screening and criminal background check required. Applications and applicants' information will remain confidential.

Madison County is an EEO/ADA Employer.