

Job Announcement

Mississippi Office of State Public Defender's (OSPD) Metro Defender Pilot Project for the Metro Jackson and surrounding areas. The Metro Defender Pilot Project represents youth involved with the youth court for status offenses or delinquency allegations.

Office Location: 239 N. Lamar Street, Jackson, MS.

Job Title: Full-time Legal Assistant

Salary: Between \$35,000.00 and \$45,000.00 (depending on experience); retirement and health benefits. OSPD is a state agency, but the position is not under the state personnel board. OSPD utilizes MSPB guidance for position descriptions and pay scale.

Job Description: Duties may include greeting/contacting youthful clients, families, and witnesses in-person or by telephone/email; communicating case related information using age-appropriate language to clients; preparing/maintaining attorney schedules; conduct intake interviews; process mail; copy/scan; help organize files; data input and generation of data reports.

Minimum Qualifications - High school diploma or equivalent. Basic computer skills preferred, including the use of word processing programs, spreadsheets, and database programs.

OSPD is a Second Chance Employer. People with lived experience in the youth court/criminal legal system are especially encouraged to apply. “Checking the box” on our application gets you the interview!

Send resume and brief statement of why you are interested to Brenda Locke, Youth Defense Program Director, at blocke@ospd.ms.gov.