

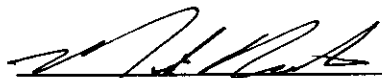
ORDER: AUTHORIZE CHANCELLOR'S REQUEST FOR SALARY INCREASE FOR STAFF ATTORNEY, SAMANTHA DAVIS WEATHERSBEE, LEVEL III ATTORNEY IN THE AMOUNT OF \$70,720.00 PER YEAR PLUS BENEFITS EFFECTIVE OCTOBER 1, 2020

Motion was made by Chad McLarty, duly seconded by Brent Larson, to authorize Chancellor's request for salary increase for staff attorney, Samantha Davis Weathersbee, Level III Staff Attorney in the amount of \$70,720.00 per year plus benefits effective Oct. 1, 2020.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 1st day of June, 2020.



**Mike Roberts, President
Board of Supervisors**



Sherry Wall, Chancery Clerk

ROBERT Q. WHITWELL
Chancellor
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May 18, 2020

Via Electronic Message

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Re: Samantha Davis Weathersbee – Level III Staff Attorney – Salary

Dear Sirs and Madams:

This letter is to request your support in increasing the salary of the above individual beginning October 1, 2020.

I am requesting the increase as follows:

- a. Samantha Weathersbee from \$63,750.00 per year plus benefits to \$70,720.00 per year plus benefits. She is very capable and an asset to my staff. This increase sought is within the AOC guidelines for staff attorneys in the State. Such guidelines are enclosed.
- b. The estimated increase would cost each county approximately \$1,394.00 plus benefits per year or \$116.17 plus benefits per month above what they already pay.

I appreciate each of you working with me with this request. If you have any questions, please do not hesitate to contact me. I look forward to receiving work of your approval soon.

Respectfully,



Robert Q. Whitwell, Chancellor

Enclosure
RQW/sdw

Minimum Requirements

Bachelor's Degree from an accredited four year college or university;

or

A Paralegal certificate/degree from a two year course of study or an Associate degree from an accredited two year college or related field, and two (2) years of experience directly related to the duties listed above;

or

Graduation from a standard four year high school or equivalent (GED) and four (4) years of experience directly related to the duties listed above.

Salary — Not to exceed \$38,420.00.

AOC - STAFF ATTORNEY

Characteristics of Work

This is professional work involving the performance of legal research for a Judge or a combination of Judges in the Trial Court System in Mississippi. This position could be in the Chancery Court System or the Circuit Court System or both systems. There will be more than one position in this category listed at numerous locations across the state. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Judge or Judges at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each Judge or combination of Judges.

- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence, to interpret and apply statutes and regulations in the analysis of pleadings;

- Prepares memoranda summarizing the facts of each case reviewed;
- Reviews pretrial motions and summary judgements;
- Drafts orders and writs; and
- Related or similar duties are performed as required or assigned.

Minimum Requirements:

Level VI: Salary Range - \$81,380.00 - \$86,180.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least nineteen (19) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those nineteen (19) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level V: Salary Range - \$76,220.00 - \$81,020.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least sixteen (16) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those sixteen (16) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level IV: Salary Range - \$71,070.00 - \$75,870.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least thirteen (13) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those thirteen (13) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level III: Salary Range - \$65,920.00 - \$70,720.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited

school of law. Applicant must have been licensed for at least ten (10) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those ten (10) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level II: Salary Range - \$58,400.00 - \$65,500.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least seven (7) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those seven (7) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

Level I: Salary Range - \$52,530.00 - \$58,030.00.

Applicant must have a Juris Doctor from an American Bar Association (ABA) accredited school of law. Applicant must have been licensed for at least four (4) years and have been employed either as a law clerk, staff attorney, or other equivalent legal position for those four (4) years. The Administrative Office of Courts will evaluate all applicants to determine whether they meet minimum requirements. Applicant must be familiar with computerized legal research, i.e. WestLaw, Lexis, etc.

AOC - LAW CLERK

Characteristics of Work

This is professional work involving the performance of legal research for a Judge or a combination of Judges in the Trial Court System in Mississippi. This position could be in the Chancery Court System or the Circuit Court System or both systems. There will be more than one position in this category listed at numerous locations across the state. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Judge or Judges at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of the Administrative Office of Courts.

Examples of Work