

## JOB POSTING FOR THE THIRTEENTH COURT OF APPEALS

Position: Clerk of the Court (a statutory, appointed position)  
Deadline: Until filled  
Start Date: September 2015  
Classification: Graduate  
Salary: Depending on qualifications

The Thirteenth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction, is seeking applications for Clerk of the Court. The Clerk coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justice and under the general direction of all appellate justices, and must have strong management and leadership skills.

Essential Job Functions: See TEX. CONST. art. 5, § 6. Performs highly advanced and senior-level managerial appellate work. Oversees and manages court administrative operations. Analyzes and manages the processing of cases from filing to disposition. Responsible for human resource management, including training, supervising, and evaluating work of others. Assists in the planning and execution of budget, fiscal, and staffing matters. Responsible for information technology management and development. Reports to State agencies as required by law. Communicates with other State entities, governmental officials, judges, attorneys, litigants, and the public. Responsible for filing and preserving records, transcripts, proceedings, and decisions of the court. Takes initiative in recommending new approaches that could simplify filing and retrieval systems and protection of vital records. Supervises the preparation and forwarding of records for review by higher courts. Certifies the opinions and judgments of the court to the proper trial courts. Responsible for collecting fees and costs. Assists in transferring cases between courts. Maintains all organizational and governmental records required by the State. Responsible for facilities management. Travels, as needed, between the Edinburg and Corpus Christi offices of the court. Performs related work as assigned

Qualifications: Management experience required. Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management, or a related field is preferred; however, significant experience in these areas will be considered in lieu of a degree. Law degree preferred, but not required. The Clerk must have knowledge of accounting, administrative, and management principles and practices. Knowledge of the Texas court system and the rules of civil, criminal, and appellate Procedure is preferred. The Clerk must have the ability to perform accounting operations; prepare reports; analyze and process legal documents; communicate effectively; establish and maintain effective relationships with governmental officials, employees and the public; evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

Application Process: Applicants should submit (1) a cover letter, (2) resume, (3) completed State of Texas Application for Employment form, and (4) two references or letters of recommendation to the Clerk of the Court, Cecile Foy Gsanger, Thirteenth District Court of Appeals, 901 Leopard, Tenth Floor, Corpus Christi, Texas 78401. Applications may be submitted by mail or by facsimile at 361.888.0794. Incomplete application packets may not be considered, or may be supplemented by the applicant in a timely manner, or at any time at the discretion of the Court. Interviews will be held by invitation only.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, religion, age, color, or disability in employment or in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the court's administrator.