



NINTH COURT OF APPEALS  
1001 PEARL, SUITE 330  
BEAUMONT, TX 77701  
409-835-8402

**JOB NOTICE**  
**DEPUTY CLERK POSITION**

The Ninth Court of Appeals, Beaumont, Texas is now accepting applications for the position of Deputy Clerk. Application deadline is August 21, 2015.

Qualifications include:

- Graduation from an accredited four-year college or university with a bachelor degree in a business field or a related field is preferred
- Minimum of two years experience in administrative or legal work
- Proficient with Microsoft Word, Adobe Acrobat and Microsoft Outlook
- Performs moderate to advanced appellate court work that involves maintaining records, filing, tracking and managing cases filed in the court
- Receives, files, and processes documents through the eFileTexas.gov portal
- Data entry into the electronic Texas Appeals Management and eFiling System - TAMES
- Generate court notices and correspondence to appropriate parties
- Examines legal documents submitted to the court for compliance with the Texas Rules of Appellate Procedure
- Assists in providing information to attorneys, litigants, and the public
- Collect court fees, answer incoming calls and assist visitors at the clerk's front desk
- Accurate and proficient typing, spelling, punctuation, sentence structure and grammar
- Knowledge of legal terminology
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision
- Must be able to communicate effectively with all court staff in a friendly and professional manner at all times
- Perform related work as assigned
- Works under the direct supervision of the Clerk of the Court

Salary for this full-time position will be in the range of \$46,000 - 49,000 per year depending on qualifications. Vacation, sick leave, health insurance, and other benefits are provided in accordance with State policy.

To apply send a State of Texas Employment Application\* to:  
Carol Anne Harley, Clerk of the Court  
Email: [charley@txcourts.gov](mailto:charley@txcourts.gov)

The Court is an Equal Employment Opportunity Employer.

\* State of Texas Employment Application website

<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>