FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Deputy Clerk III (A14) **Closing Date: Open Until Filled**
Location: San Antonio, Texas

GENERAL JOB DESCRIPTION:

The person selected will be responsible for performing highly advanced appellate court work under the general supervision of the Chief Deputy Clerk and Clerk of the Court. Specific duties will include work that involves researching, analyzing, and drafting routine appellate documents and assisting the Court in the successful management of appeals. The work is performed with considerable latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties. The person selected will perform other administrative duties, including processing judgments and mandates, preparation of reports, answers legal correspondence, processes pending motions, mandates, and other miscellaneous calendar events. The position will also perform a variety of other duties as assigned. Examples of work performed include:

- Prepares and files various administrative reports.
- Prepares cases for transfer between courts.
- Maintains dockets or calendar systems for tracking and managing cases.
- Prepares appellate judgments and orders.
- Forwards published opinions to national publishers for publication.
- Reviews documents for accuracy.
- Collects court fees, records money received, and disburses fees as needed.
- Provides information to attorneys, litigants, and public regarding court policies and procedures, answers correspondence received and responds to request for documents.
- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review.
- Files appellate documents.
- Maintains a case management system in the appellate process.
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Experience in administrative or legal work. Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management or a related field is generally preferred. Experience and education may be substituted for one another.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J00, 5J011, 5J031, 5J051, 5J071, 5J091; Army: 27D, 18F; Navy: 001469, 2960; Marine Corps: 4400, 4421, 4422, 4430, 4401, 4429. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at: https://www.onetonline.org/crosswalk/MOC/

EXPERIENCE: Two (2) years progressively responsible experience as a paralegal, legal secretary or related field or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of court statutes, policies and legal terminology and research methods. Experience in the preparation and use of appellate documents, administrative and court procedures; knowledge of relevant laws, appellate practices and procedures is strongly desired. Ability to follow written and oral instructions; to quickly evaluate findings and relate them to the case in question. Ability to maintain confidentiality in all legal matters; and to communicate effectively. Ability to work cooperatively with other employees, customers and the public.

APPLICATION PROCEDURES:

Applicant must submit a State Job Application form (see http://www.twc.state.tx.us), and a list of three references via hand delivery or USPS to:

Keith E. Hottle
Clerk of the Court
Fourth Court of Appeals
300 Dolorosa, Suite 3200
San Antonio, TX 78205-3037

In addition to the State Job Application, a cover letter and résumé may also be submitted.

The Fourth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.