



**FOURTH DISTRICT COURT OF APPEALS
Chief Deputy Clerk
CLASS NO. 3630
SALARY GROUP 21**

Job Posting

GENERAL DESCRIPTION

Performs highly advanced managerial (senior-level) appellate work under the general supervision of the Clerk of Court. Specific duties of the Chief Deputy Clerk include the supervision of staff in case management of civil and criminal appeals; drafting routine appellate documents; supervision and training of subordinate staff in the use of the Texas Appellate Management E-filing System (TAMES); and the review of data entry for accuracy. Work may also involve overseeing multiple program areas or projects; preparing and/or overseeing the preparation of financial documents and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of budgets. The Chief Deputy Clerk will also plan, assign, and supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

Plans and coordinates court program activities.

Reviews documents and case management entries for accuracy.

Oversees the administrative support associated with the dissemination of orders, opinions, judgments, mandates and other related appellate documents. Answers legal correspondence and facilitates the processing of documents filed with the court.

Conducts field training with judicial stakeholders as needed concerning the appellate process and the electronic submission of records.

Facilitates the training of subordinate staff in the use of an electronic filing system and the Texas Appellate Management E-filing System.

Prepares and files various administrative documents that include statistical, fiscal, budgetary, and accounting reports.

Oversees the transfer of opinions to national publishers for publication and the transfer of cases between courts.

Reconciles and troubleshoots problems or issues concerning the electronic filing of documents via Texas.gov and the TAMES portal. May coordinate support to resolve issues with the Office of Court

Job Posting: Chief Deputy Clerk

Administration, Electronic Service Providers or other entities as needed.

May oversee and/or prepare monthly statistical reports, annual operating statements, financial statements, vouchers, payrolls, and other related reports; and approve and sign expense account and purchase vouchers submitted for payment.

May audit general journal entries, purchases, travel, and related vouchers.

Supervise and train the work of others.

Performs other work as assigned.

MINIMUM QUALIFICATIONS

- 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. Experience and education may be substituted for one another.
- Five years of appellate court or related work experience.
- Two years supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Texas Court System and the Rules of Appellate Procedure is preferred. Knowledge of statutes, policies, legal terminology and research methods. Ability to maintain data with a high degree of accuracy. Experience in the preparation and use of appellate records and the generation of reports. Understanding of court procedures and relevant laws. Experience in appellate practices and procedures is strongly desired. The 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 plan, assign, and supervise the work of others and to work cooperatively with other employees and the public.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J000, 5J091; 65F1, 65F3, 65F4, 6F000; Army: 27OA, 36A; Coast Guard: 020, 31, 11; Navy: 2591, 2615, 641-LDO, 9034; Marine Corps: 4430, 4421, 2510, 3402, and 3404. 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/>

ANNUAL COMPENSATION:

\$55,000 - \$70,000 (depending on experience and education)

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:

Job Posting: Chief Deputy Clerk

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.