



COURT OF APPEALS SECOND DISTRICT OF TEXAS

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Deputy Clerk II (Salary Group A12, Classification No. 3622)

The Second Court of Appeals in Fort Worth is now accepting applications for an immediate opening for Deputy Clerk II. (Posting #15-006.) Work involves maintaining records and filing, tracking, and managing cases filed in an appellate court. Applications will be accepted until November 16, 2015, or until the position is filled.

Minimum qualifications include high school graduate; computer literate with experience in Windows and Word; excellent typing, reading, spelling, and grammar skills; extremely detail-oriented. College courses a plus. Experience in administrative or legal support work, and/or education in paralegal studies, is preferred but not required. 40-hour week, 8-5. The State job title is Deputy Clerk II, with an annual salary of \$35,000, commensurate with experience and subject to State guidelines. Also provided is a competitive State of Texas benefit package including health insurance, dental insurance, and retirement plans.

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 270A, LN, 2960, 4421, 4430, 5J0X1.

To apply, send resume and State of Texas application to Clerk, Court of Appeals, 401 W. Belknap, Suite 9000, Fort Worth, TX 76196, or fax to 817/884-1932. The State of Texas application can be obtained from the TWC at www.twc.state.tx.us or the careers section of this court's website at <http://www.txcourts.gov/2ndcoa/careers>. No phone calls. The Court is an equal opportunity employer.