



MEMORANDUM

JOB VACANCY NOTICE

Posting Date:	November 15, 2017	Closing Date:	Until Filled
State Job Title:	Executive Assistant I	FLSA Status:	Non-Exempt
Agency Job Title:	Executive Assistant I	Location:	Austin, TX
Salary Range	\$46,318.42	Type of Job:	Full Time
Contact Person:	Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
Job Description:	See attached description.		

There is a vacancy in the Court of Criminal Appeals for the position of Executive Assistant I to Judge Barbara Hervey of the Texas Court of Criminal Appeals.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter and a State employment job application form to Deana Williamson, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711. A State Employment Application Form can be found here: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>

Personal interviews will be conducted only upon invitation by the Court.

EXECUTIVE ASSISTANT I

GENERAL DESCRIPTION

Executive Assistant to Judge of the Texas Court of Criminal Appeals. Responsible for assisting judge and attorneys with case management, docket control, correspondence and legal editing. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides administrative and technical assistance to an individual appellate court judge.

Provides technical guidance and advice on administrative matters to judge and judicial staff.

Communicates administrative policies, procedures, standards, and methods.

Reviews administrative practices and programs and assists in formulating policies as appropriate.

Coordinates calendars, meetings, and other activities with other governmental agencies, executives, and organizations on behalf of the judge.

Assists in the planning or preparation of letters, memoranda and publications.

Assists in interpreting policies and procedures and making administrative decisions as appropriate.

May communicate agency objectives, tasks, and decisions to staff on behalf of the judge.

May coordinate administrative assignments, programs, and other administrative matters within a program, division, or agency.

May prepare notices or memoranda for meetings and conferences.

May assist the judge with general human resource management actions.

May assign and/or supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from high school or an accredited four-year college. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative and legal practices and procedures.

Ability to communicate effectively, to handle high level administrative issues, to analyze and solve work related problems, and to assign and/or supervise the work of others.

Good English writing and editing skills.

Some legal assistant or legal secretarial background is preferred.

Basic Computer Skills

Email Software (Outlook, etc.)

Internet Browser (Internet Explorer, etc.)

Peripheral Devices (Scanners, Printers, etc.)

Personal Computers

Spreadsheet Software (Excel, etc.)

Word Processing Software (Word, WordPerfect, etc.)

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

36B, 42A, 56M, 88H, 89A, 89B, 92Y, RP, SN, 741X, YN, 360, 0100, 0111, 0111, 3A1X1, 8A200

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf