



## THIRD COURT OF APPEALS

### JOB VACANCY NOTICE

**Job Posting ID:** 8518813

**Closing Date:** Until Filled

**Requires Supervisory Exp.:** No

**Agency Job Title:** Deputy Clerk III

**Yearly Salary Range:** \$36,000 - \$40,000 Annual\*

**Employer Posting No:** 223-17-001

**Status:** Open

**Openings Filled:** 0 of 1

**Location:** Austin, Texas

**Workweek:** Full Time-40hrs

\*Depending on Qualifications

#### **Job Description:**

Performs advanced (senior-level) appellate work. Work involves maintaining and tracking records, managing cases filed in an appellate court, and collecting court fees. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

#### **Examples of Work Performed:**

Prepares and forwards records for review by higher courts. Collects court fees, records money received, and disburses fees. Assists in answering correspondence and requests for documents. Performs related work as assigned. Receives, files, and processes cases on appeal from lower courts and original proceedings. Sends court notices to appropriate parties. Certifies records for use in other courts. Maintains files. Examines cases to ensure that documents are in order and requests additional records as appropriate. Issues orders handed down by the court. Assists in maintaining dockets or calendar systems for tracking and managing cases. Assists in processing appeals. May supervise the work of others.

#### **Job Requirement:**

- High School Diploma/GED
- Experience in administrative support or legal work
- Knowledge of legal terms and concepts and of court statutes and policies
- Skill in the operation of office equipment
- Ability to maintain files and records, to communicate effectively, and to train others.
- Must be able to lift 25lbs
- Writing skills

## **Related Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27D Paralegal Specialist, 270A Legal Administrator, 2960 Navy Paralegal, 4421 Legal Services Specialist, 5J0X1 Paralegal or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

## **Benefits:**

- Medical/Health Insurance Plan
- Other Insurance Plan
- Other Paid Leave
- Pre-Tax Programs for Child and Health Care
- Retirement Plan
- Sick Leave
- Vacation Leave

**Additional Pay Details:** State-paid health insurance effective after a 60-day waiting period if not currently employed by the State.

For a complete listing see [www.twc.state.tx.us](http://www.twc.state.tx.us)

The employment application form can be downloaded from WorkInTexas.com at:  
[https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV\\_JOB\\_BANK](https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK)

To apply, send state job application, resume, and references. Third Court of Appeals, Box 12547, Austin, Texas 78711, or by FAX: (512) 463-1685. Personal interviews will be conducted by invitation only.

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