



JOB VACANCY NOTICE

Posting Date:	April 27, 2018	Closing Date:	Until Filled
State Job Title:	Deputy Clerk III	FLSA Status:	Non-Exempt
Agency Job Title:	Deputy Clerk	Location:	Austin, TX
Salary Range:	\$36,000	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 a Deputy Clerk.

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 the office of Deana Williamson, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

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

This organization participates in E-Verify.

**DEPUTY CLERK III
CLASS NO. 3624
SALARY GROUP A14**

JOB DESCRIPTION

GENERAL DESCRIPTION

Deputy clerks are generally responsible for receiving, filing, and docketing cases appealed from lower courts. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Answering phone calls, routing incoming calls, taking messages, greeting visitors and directing them to the appropriate staff.

May interpret and explain rules, regulations, policies and procedures and answer general questions.

Review and route mail.

Provides information to attorneys, litigants, and the public regarding court policies and procedures; answers correspondence received by court; and responds to requests for documents.

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.

Maintains dockets or calendar systems for tracking and managing cases.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative or legal support work. Graduation from a standard senior high school or equivalent is required. Graduation from an accredited four-year college or university is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Ability to understand and apply the Texas Rules of Appellate Procedure, other state court rules, and the internal operating procedures of the Court.

A high degree of accuracy is necessary to carry out assignments.

A pleasing personality, the ability to dress appropriately, and the ability to get along with and communicate with others are essential.

Must know and have experience in Microsoft Word and WordPerfect.

Knowledge of office practices and administrative procedures.
Skill in using a personal computer and office equipment.
Ability to communicate effectively, to greet and direct visitors to appropriate staff.
Able to lift heavy boxes.
Ability to learn case management computer system.
Must be able to work from 8:00 a.m. until 5:00 p.m. each day of the week.

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. 270A, 4421, 4430, 44,5J, 27D, 5J0X1

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PublicSafety.pdf