



SEVENTH COURT OF APPEALS

Amarillo, Texas

JOB VACANCY NOTICE

STATE JOB TITLE: CLERK OF THE COURT (B28)
ANNUAL SALARY: DEPENDING ON QUALIFICATIONS
PROJECTED START DATE: DECEMBER 2020

CLOSING DATE: UNTIL FILLED
LOCATION: AMARILLO, TX
CLASSIFICATION NO: 3635

GENERAL JOB DESCRIPTION

The Seventh Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction, is seeking applications for Clerk of the Court. The Clerk of the Court coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justice and under the general direction of all appellate justices and must have strong management and leadership skills.

ESSENTIAL JOB FUNCTIONS

See TEX. CONST. Art. 5, §5a & 6. Performs highly advanced and senior-level managerial appellate work. Performs, oversees and/or manages court administrative operations, which requires extensive strategic financial planning in developing, implementing, and executing the court's biennial budget and all related fiscal matters. Performs and/or ensures the court's accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's of Public Accounts Procurement and Purchasing Guidelines. Responsible for human resource management, including training, supervising, and evaluating work of others. Assists and/or is responsible for information technology management and development. Reports to State agencies as required by law. Communicates with other State entities, governmental officials, judges, attorneys, litigants, and the public. Responsible for filing and preserving records, transcripts, proceedings, and decisions of the court. Manages the administrative processing of cases from filing to disposition. Takes initiative in recommending new approaches that could simplify filing and retrieval systems and protection of vital records. May supervise the preparation and forwarding of records for review by higher courts. Certifies the opinions and judgments of the court to the proper trial courts. Responsible for collecting fees and costs. May assist in transferring cases between courts. Maintains all organizational and governmental records required by the State. Responsible for facilities management. Performs related work as assigned.

QUALIFICATIONS

Law degree or comparable work experience with the Texas trial or appellate judicial system preferred, but not required. Experience with the Texas Legislatures budgetary process and Texas rules of civil, criminal, and appellate procedure, preferred but not required. Management and strategic financial planning experience preferred, but not required. Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management, or a related field or significant experience in these areas preferred, but not required. The Clerk must have the ability to perform accounting operations; prepare reports; process legal documents; communicate effectively; establish and maintain effective relationships with governmental officials, employees, and the public; evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

Experience in all or any of the following applications is preferred, but not required: Centralized Accounting and Payroll/Personnel System (CAPPS); Uniform Statewide Accounting System (USAS); Automated Budget and Evaluation System of Texas (ABEST). Bilingual in English and Spanish a plus.

APPLICATION PROCEDURES

Applicant must submit in writing (1) a cover letter, (2) resume, (3) completed State of Texas Application for Employment form (which may be found at <http://www.twc.state.tx.us>), and (4) two references to:

Vivian Long
Clerk of the Court
P. O. Box 9540
Amarillo, TX 79105

Questions concerning the application process may be directed to Vivian Long, 806-342-2672.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Air Force: 5J0X1, 5J; Army: 27D, 270A, 27; Navy: LN, 2960; Marine Corps: 4430, 44, 4421. 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 <http://oneline.org/crosswalk/MOC/>

The Seventh 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 provisions of service. Pursuant to the Americans with Disabilities Act, any request for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of The Court.