



FIFTH DISTRICT COURT OF APPEALS AT DALLAS

CLERK OF THE COURT

Posting Closing Date:	Until filled	Salary:	Up to \$120,000
Posting Number:	2022-05-002	Position Available:	July 1, 2022

JOB DUTIES

Performs highly advanced and supervisory (senior-level) appellate work. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Oversees scheduling, preparation, and coordination of the court's calendar and docketing. Oversees the maintenance of the official court minutes, orders, and opinions. Oversees the drafting of and/or drafts judgments and mandates and provides instruction on the use of an electronic filing system and on the use of computer software to create electronic briefs. Responsible for the collection of court fees and costs.

Ensures that the rules governing court filings and filing requirements are followed. Prepares and forwards records for review by higher courts. Answers correspondence from judges, attorneys, and other parties. Files and preserves records, transcripts, proceedings, and decisions of the court. Certifies the judgments of the court to the proper trial courts. Serves as the court's liaison with the Office of Court Administration and with executive and legislative branch agencies. Assists in transferring cases between courts.

EXPERIENCE AND EDUCATION

Experience in legal work. Graduation from an accredited four-year college or university with coursework in administration. Knowledge of principles and practices of general administration and management, and of the Texas court system and the rules of civil and appellate procedure. Skill in the use of a computer and office equipment, in analyzing and solving problems, and in making decisions affecting overall program operations. Ability to prepare reports; to analyze, process, and dispose of legal documents; to evaluate and administer programs; to communicate effectively; and to supervise the work of others

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be bondable.

Application Procedure:

- Fill Out a State of Texas Application - <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>.
 - Submit a Cover Letter & your Resume accompanied by the following:
 - academic transcript (you may submit an unofficial transcript while the official gets processed)
 - Minimum of (3) references

Please send your completed application package to:

Myrna Gasc, Business Administrator
600 Commerce Street, Suite 200
Dallas, TX 75202

Or via Email to: BusinessAdministrator@5th.txcourts.gov

The Fifth 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, the applicant should communicate any request for reasonable accommodations needed during the application process to the Court's Business Administrator 214-712-3417.