



JOB NOTICE
LEGAL SECRETARY POSITION

The Ninth Court of Appeals, Beaumont, Texas is now accepting applications for the position of Legal Secretary. Applications will be accepted until April 15, 2015.

Qualifications include:

- Minimum education is high school graduate
- Minimum of two years experience in legal secretary work
- Proficient with Microsoft Word, WestlawNext, Lexis, Adobe Acrobat and Microsoft Outlook
- Accurate and proficient typing, reading, spelling, punctuation, sentence structure and grammar skills
- Knowledge of legal terminology
- Knowledge of checking citations of statutes, case notes and legal references
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision
- Must be able to communicate effectively with all court staff in a friendly and professional manner at all times

Salary for this full-time position will be in the range of \$40,000 - 44,000 per year depending on qualifications. Vacation, sick leave, health insurance, and other benefits are provided in accordance with State policy.

To apply send a State of Texas Employment Application* to:

Carol Anne Harley, Clerk of the Court
Ninth Court of Appeals
1001 Pearl, Suite 330
Beaumont, TX 77701
Email: charley@txcourts.gov

The Court is an Equal Employment Opportunity Employer.

* [http](http://www.txcourts.gov):State of Texas Employment Application website