



**JOB NOTICE  
LEGAL SECRETARY POSITION  
(PART-TIME)**

The Ninth Court of Appeals, Beaumont, Texas is now accepting applications for a part-time Legal Secretary position. Applications will be accepted until August 21, 2015.

Qualifications include:

- Minimum education is high school graduate
- Minimum of ten 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
- Must be familiar with The Bluebook and The Greenbook citation guides

Salary for this part-time position will be \$22,880 per year, totaling 20 hours a week. 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](mailto:charley@txcourts.gov)

The Court is an Equal Employment Opportunity Employer.

\* [http:](http://) State of Texas Employment Application website