



FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Deputy Clerk I (A12)
Annual Salary: \$28,000-\$33,000

Closing Date: Open Until Filled
Location: San Antonio, Texas

GENERAL JOB DESCRIPTION:

The person selected will be responsible for performing moderately complex appellate court work under the general supervision of the Chief Deputy Clerk and Clerk of the Court. Specific duties will include work that involves researching, analyzing, and drafting routine appellate documents and assisting the Court in the successful management of appeals. The work is performed with considerable latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties. The person selected will perform other administrative duties, including processing mandates, answering legal correspondence, and will also perform a variety of other duties as assigned. Examples of work performed include:

- Maintains dockets or calendar systems for tracking and managing cases.
- Reviews documents for accuracy.
- Collects court fees, records money received, and disburses fees as needed.
- Provides information to attorneys, litigants, and public regarding court policies and procedures, answers correspondence received and responds to request for documents.
- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review.
- Files appellate documents.
- Maintains a case management system in the appellate process.
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Experience in administrative or legal work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

EXPERIENCE: Two (2) years progressively responsible experience in office administration, secretarial duties, or related field or equivalent experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of court statutes, policies and legal terminology and research methods is preferred, but not required. Ability to follow written and oral

instructions; to quickly evaluate findings and relate them to the case in question. Ability to maintain confidentiality in all legal matters; and to communicate effectively. Ability to work cooperatively with other employees, customers, and the public. Experience in the preparation and use of appellate documents, administrative and court procedures; knowledge of relevant laws, appellate practices and procedures is strongly desired.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J000, 5J011, 5J031, 5J051, 5J071, 5J091; 5J0X1; Army: 27D; Coast Guard: 04; Navy: 001469, 2960, 3499; Marine Corps: 4400, 4421, 4422, 4429. 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: <https://www.onetonline.org/crosswalk/MOC/>

APPLICATION PROCEDURES:

Applicant must submit a State Job Application form (see <https://www.twc.texas.gov/jobseekers/state-texas-application-employment>), and a list of three references via email address to Elizabeth.Montoya@txcourts.gov:

In addition to the State Job Application, a cover letter and résumé may also be submitted.

The Fourth 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 provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.