



## JOB VACANCY NOTICE

<b>Posting Date:</b>	September 13, 2023	<b>Closing Date:</b>	Until Filled
<b>State Job Title:</b>	Administrative Assistant III	<b>FLSA Status:</b>	Non-Exempt
<b>Agency Job Title:</b>	Administrative Assistant	<b>Location:</b>	Austin, TX
<b>Salary Range</b>	\$48,000	<b>Type of Job:</b>	Full Time

**Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.**

**Contact Person:** Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551

**Job Description:** See attached description.

There is a vacancy in the Court of Criminal Appeals for the position of Administrative Assistant.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should email a letter, resume, and a completed State of Texas job application to Deana Williamson, Clerk of the Court, Court of Criminal Appeals, at [ccaapplications@txcourts.gov](mailto:ccaapplications@txcourts.gov).

Personal interview will be conducted only upon invitation by the Court.

The Court of Criminal Appeals is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, color, religion, sex, national origin, age (40 or older), disability or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the court or agency. This organization participates in E-Verify.

**ADMINISTRATIVE ASSISTANT III  
CLASS NO. 0154  
SALARY GROUP A13**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION**

Performs entry-level appellate work. Work involves maintaining records; and filing, tracking, and managing cases filed in an appellate court. Works under close supervision with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF JOB DUTIES**

Preparation of court documents for scanning. Includes, but not limited to, removing staples and other binders from document prior to scanning. Must prepare documents to ensure that they are free of staples, paper clips, rubber bands and any other obstacles that will prevent the document from feeding into the scanner.

Must ensure that the “scan sheet” relates to the document that is being scanned.

Must ensure all documents contain a “scan sheet”.

Must ensure that all documents are properly scanned into the imaging system.

Must ensure that all fields are populated in the scanning system database.

Performs related work as assigned.

**GENERAL QUALIFICATIONS**

**Experience and Education**

Experience in clerical or administrative support work. Graduation from a standard senior high school or equivalent.

**Knowledge, Skills, and Abilities**

Skill in using a personal computer and office equipment.

Ability to communicate effectively.

Able to lift/move heavy boxes up to 25 pounds.

Must know and have experience in Microsoft Word and preferably WordPerfect.

Friendly and outgoing personality; positive attitude; professional demeanor.

Enthusiasm for the Court and the job.

**Basic Computer Skills**

Email Software (Outlook, etc.)

Internet Browser (Internet Explorer, etc.)

Peripheral Devices (Scanners, Printers, etc.)

Personal Computers

Spreadsheet Software (Excel, etc.)

Word Processing Software (Word, WordPerfect, etc.)

*The following Military Occupation Specialty (MOS) codes are generally applicable to this position.*

*Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.*

*15P, 42A, 56M, 68G, 420A, AZ, LS, LSS, MC, PS, RP, SN, YN, YNS, 741X, YN, PERS, 0100, 0111, 3372, 3381, 6046, 0170, 4430, 3F5X1, 8A200,*

*Additional Military Crosswalk information can be accessed at*

*[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)*