



THIRD COURT OF APPEALS

JOB VACANCY NOTICE

Job Posting ID:

Closing Date: Until Filled

Requires Supervisory Exp.: No

Agency Job Title: Deputy Clerk IV

Yearly Salary Range: \$65,165 - \$72,405 Annual*

Employer Posting No:

Status: Open

Openings Filled: 0 of 1

Location: Austin, Texas

Workweek: Full Time-40hrs

*Depending on Qualifications

Job Description:

Performs advanced (senior-level) appellate work. Work involves maintaining and tracking records, managing cases filed in an appellate court, and collecting court fees. May supervise the work of others. Works under moderate supervision with considerable latitude for the use of initiative and independent judgment. Hybrid remote working schedule availability after 6 months.

Examples of Work Performed:

- Answers telephone calls and assists callers
- Provides information to attorneys, litigants, and public regarding court policies and procedures, answers correspondence received, and responds to request for documents
- Reviews orders, judgments, and mandates for accuracy
- Maintains dockets or calendar systems for tracking and managing cases
- Receives, files, and processes documents
- Data entry into the electronic Texas Appeals Management and e-Filing System
- Generates court notices and correspondence to appropriate parties
- Assists in transferring cases between courts
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support
- Collects court fees, records money received
- Performs related work as assigned by the Clerk of Court

Job Requirement:

- High School Diploma/GED
- Experience in administrative support or legal work
- Knowledge of legal terms and concepts and of court statutes and policies
- Skill in the operation of office equipment
- Ability to maintain files and records, to communicate effectively, and to train others.
- Experience using personal computers, Office365 (Word, Excel, and Outlook), and Adobe

Acrobat.

- Must be able to lift 25lbs
- Writing skills

Preferred Qualifications:

- Experience in the preparation and use of appellate documents
- Experience with administrative and court procedures at the appellate level
- Experience with similar court service functions in City, County, or State government
- Knowledge of relevant laws, appellate practices and procedures is strongly desired
- Knowledge of court statutes, policies, and legal terminology/research methods

Related Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27D Paralegal Specialist, 270A Legal Administrator, 2960 Navy Paralegal, 4421 Legal Services Specialist, 5J0X1 Paralegal or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Benefits:

- Medical/Health Insurance Plan
- Other Insurance Plan
- Other Paid Leave
- Pre-Tax Programs for Child and Health Care
- Retirement Plan
- Sick Leave
- Vacation Leave

Additional Pay Details: State-paid health insurance effective after a 60-day waiting period if not currently employed by the State.

For a complete listing see www.twc.state.tx.us

The employment application form can be downloaded from WorkInTexas.com at:

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK

To apply, email a state job application, resume, and references to Jeffrey D. Kyle, Clerk, Third Court of Appeals, 3rdcoa-application@txcourts.gov. Documents should be combined into one PDF file and the agency job title should be referenced in the subject line of the email. Personal interviews will be conducted by invitation only.

The Third 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, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the court clerk.