



FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Clerk of Court (B28)
Annual Salary: Depending on Qualifications
Projected Start Date: June 2017

Closing Date: April 28, 2017
Location: San Antonio, Texas
Classification No: 3635

GENERAL JOB DESCRIPTION:

The Fourth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction within 32 counties of the State of Texas, is seeking applications for Clerk of the Court. The Clerk of Court coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justice and under the general direction of all appellate justices, and must have strong management and leadership skills.

ESSENTIAL JOB FUNCTIONS:

See TEX. CONST. Art. 5, § 6. Oversees and manages court administrative operations, which includes the the planning and execution of the court's biennial budget and all related fiscal matters. Ensures the court's accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's of Public Accounts Procurement and Purchasing Guidelines. Responsible for human resource management, including training, supervising, and evaluating work of others. Responsible for information technology management and development. Reports to State agencies as required by law. Communicates with other State entities, governmental officials, judges, attorneys, litigants, and the public. Responsible for filing and preserving records, transcripts, proceedings, and decisions of the court. Manages the administrative processing of cases from filing to disposition. Takes initiative in recommending new approaches that could simplify filing and retrieval systems and protection of vital records. Supervises the preparation and forwarding of records for review by higher courts. Certifies the opinions and judgments of the court to the proper trial courts. Responsible for collecting fees and costs. Assists in transferring cases between courts. Maintains all organizational and governmental records required by the State. Responsible for facilities management. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Management experience required. Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management, or a related field is preferred; however, significant experience in these areas will be considered in lieu of a degree. The Clerk must have knowledge of accounting, administrative, and management principles and practices. Knowledge of the Texas court system and the rules of civil, criminal, and appellate procedure is preferred. The Clerk must have the ability to perform accounting operations; prepare reports; process legal documents; communicate effectively; establish and maintain effective relationships with governmental officials, employees and the public; evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

APPLICATION PROCEDURES:

Applicant must submit (1) a cover letter, (2) resume, (3) completed State of Texas Job Application

form (see <http://www.twc.state.tx.us>), and (4) two references to Cindy Martinez:

Cindy Martinez
Fourth Court of Appeals
300 Dolorosa, Suite 3200
San Antonio, TX 78205-3037

Questions concerning the application process may be directed to Cindy Martinez at (210) 335-3853.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J0X1, 5J; Army: 27D, 270A, 27; Navy: LN, 2960; Marine Corps: 4430, 44, 4421.

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/>

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.