



JOB VACANCY NOTICE

Posting Date:	September 22, 2017	Closing Date:	Until Filled
State Job Title:	Clerk of the Court	FLSA Status:	Exempt
Agency Job Title:	Clerk of the Court	Location:	Austin, TX
Salary Range:	Starting at \$83,991, depending on qualifications	Type of Job:	Full Time
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.		

The Court of Criminal Appeals, the highest criminal appellate court with statewide jurisdiction, is seeking applications for Clerk of the Court. 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 send (1) a cover letter, (2) resume, (3) a completed State employment job application form to the office of Deana Williamson, Clerk of the Court, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

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

This organization participates in E-Verify. The Court of Criminal Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, religion, age, color, or disability in employment or in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the court's administrator.

**CLERK OF THE COURT
CLASS NO. 3635
SALARY GROUP B28**

JOB DESCRIPTION

GENERAL DESCRIPTION

The Clerk of Court coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Presiding Judge and under the general direction of all appellate judges, and must have strong management and leadership skills.

ESSENTIAL JOB FUNCTIONS

See TEX. CONST. Art. 5, § 6. Oversees and manages court administrative operations, which requires extensive strategic financial planning in developing, implementing, and executing 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. Certifies the opinions and judgments of the court to the proper trial courts. Maintains all organizational and governmental records required by the State. Responsible for facilities management. Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Management and strategic financial planning experience required. The Clerk must have knowledge of accounting, administrative, and management principles and practices. Knowledge of the Texas Legislature's budget process, Texas court system, and the rules of 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.

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. 270A, 4421, 4430, 44, 5J, 27D, 5J0X1, 27D, 270A, LN,

*Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PublicSafety.pdf*