



# TENTH COURT OF APPEALS

**Chief Justice**  
*Tom Gray*

McLennan County Courthouse  
501 Washington Avenue, Rm 415  
Waco, Texas 76701-1373

**Clerk**  
*Sharri Roessler*

**Justices**  
*Rex D. Davis*  
*Al Scoggins*

Phone: (254) 757-5200 Fax: (254) 757-2822

**STATE JOB TITLE:** Deputy Clerk IV (Full-time position, 40 hours per week, M-F (8 am-5pm))

**JOB POSTING NUMBER:** 120117

**OPENING DATE:** December 1, 2017

**ANTICIPATED START DATE:** February 12, 2018**CLOSING DATE:** December 31, 2017(or until filled)

**ANNUAL SALARY:** Range \$34,918 to \$55,130 per year based upon qualifications and state funding

**WORK LOCATION:** Tenth Court of Appeals – Waco, Texas (State Agency 230) The Court is located in the McLennan County Courthouse and the Court and Courthouse are both smoke-free environments. Telecommuting is not authorized for this position.

## GENERAL JOB DESCRIPTION:

The person selected will be responsible for performing appellate court administrative work under the supervision of the Clerk of the Court and must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision. Specific duties will include work that involves analyzing and drafting routine appellate documents and assisting the court in the successful management and processing of appeals. The work is performed with latitude for independent judgment and initiative concerning priorities, methods, and procedures to accomplish assigned duties. Examples of work performed include, but are not limited to:

## EXAMPLES OF WORK PERFORMED:

- Answers the telephone and assists callers frequently by quickly locating information in the court's database or in hard copy
- Prepares various reports
- Prepares or edits various documents including orders, judgments, and mandates
- Maintains dockets or calendar systems for tracking and managing cases
- Distributes court communications and correspondence by mail and electronically including court opinions and orders
- Reviews documents for accuracy
- Collects court fees, records money received
- Receives, files, and processes documents through the eFileTexas.gov portal
- Data entry into the electronic Texas Appeals Management and e-Filing System – TAMES
- Generate court notices and correspondence to appropriate parties
- Assists in maintaining official court minutes
- Assists in transferring cases between courts
- Assists in providing information to attorneys, litigants, and the public
- Performs related work as assigned

## PHYSICAL REQUIREMENTS

- Ability to move up to 35 lbs. of paperwork/files
- Repetitive use of a keyboard at a workstation for long periods of time

## **WORK EXPECTATIONS**

Must be able to:

- Regularly, reliably, and punctually attend work
- Exhibit professional work behavior
- Function cooperatively within a team environment
- Work hours outside of 8:00 a.m. – 5:00 p.m., if necessary
- Adhere to the Court's policies and procedures
- Maintain confidentiality about cases and matters before the Court

## **MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS**

### **Minimum Qualifications:**

- High School Diploma or GED
- Proficient in computer and typing skills
- Proficient with Microsoft Word, Adobe Acrobat, Excel, and Microsoft Outlook
- Three years experience in legal secretarial work or five years as secretary in administrative environment or similar work experience

### **Preferred Qualifications:**

- Knowledge of appellate procedure
- Experience in administrative or legal support work
- Graduation from an accredited two or four-year-college or university (course work in law or a related field is preferred)
- Education and experience may be substituted for one another

**DEMONSTRATION OF SKILLS:** A spelling and grammar test may be administered to those who are interviewed.

**APPLICATION PROCESS:** To be eligible for consideration, all applicants must submit a resume and a State of Texas Application for Employment. State applications are available on the Internet at WorkinTexas.com. Applications may be hand delivered or mailed to the Tenth Court of Appeals, McLennan County Courthouse, 501 Washington Avenue, Rm 415, Waco, TX 76701-1373. **Faxed applications will not be considered.** To assure consideration, application packets must be received before 5 p.m. on the closing date.

**Note:** The following military occupational specialty (MOS) codes are generally applicable to this position: 27D, 270A, LN, 4421, 4430, 5J0X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

The Tenth 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, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.