



TENTH COURT OF APPEALS

Chief Justice

Tom Gray

Justices

Rex D. Davis

John E. Neill

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

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

Clerk

Nita Whitener

STATE JOB TITLE: Deputy Clerk III or IV – Salary Group A14 or A16
Full-time position, 40 hours per week, M-F (8 am - 5 pm)
or Part-time position, 20-30 hours per week, M-F (8 am - 5 pm)

JOB POSTING NUMBER: DC-1901 **OPENING DATE:** August 8, 2019
ANTICIPATED START DATE: Immediately **CLOSING DATE:** Until Filled

FULL-TIME ANNUAL SALARY: A14 salary range \$31,144-\$49,134; A16 salary range \$34,918-\$55,130 per year based upon qualifications and state funding. If part-time, salary will be paid at an hourly rate, depending upon experience and qualifications.

PART-TIME SALARY: A14-\$15.00-23.00 per hour; A16-\$16.00-\$26.50 per hour, based upon qualifications.

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:

- Receives, files, and processes documents through the eFile Texas.gov portal
- Data entry into the electronic Texas Appeals Management and e-Filing Systems – TAMES
- Generate court notices and correspondence to appropriate parties
- Prepares various reports
- Prepares or edits various documents including orders, judgment, 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
- Assists in maintaining official court minutes
- Assists in transferring cases between courts
- Assists in providing information to attorneys, litigants, and the public

- Answers the telephone and assists callers by locating information in the court's database or in hard copy
- 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
- Ability to operate office equipment, including computer, scanner, copier, and telephone

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 am – 5:00 pm, 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 as a legal assistant, paralegal, or court clerk or similar work experience

Preferred Qualifications:

- Knowledge of appellate procedure and Texas law
- 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

APPLICATION PROCESS:

To be eligible for consideration, all applicants must submit a State of Texas Application for Employment. State applications are available at WorkinTexas.com. Applications may be hand delivered or mailed to the Tenth Court of Appeals, McLennan County Courthouse, 501 Washington Avenue, Room 415, Waco, Texas 76701-1373. **Faxed or emailed applications will not be considered.** Applications will be accepted until the position is filled.

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.

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 request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

A background check may be conducted on any applicant for this position. A reference check will be conducted before a final hiring selection is made.