

## JOB POSTING FOR THE THIRTEENTH COURT OF APPEALS

State Job Title: Clerk of the Court (B28)  
Deadline: Until Filled  
Salary: \$83,991 - \$125,000 (salary is commensurate with experience)  
Location: Corpus Christi or Edinburg  
Start Date: December 2019  
Classification: 3635

General Job Description: The Thirteenth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction within 20 counties of the State of Texas, is seeking applications for Clerk of the Court. The Clerk 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. Performs highly advanced and senior-level managerial appellate work. Oversees and manages court administrative operations. Analyzes and manages the processing of cases from filing to disposition. Responsible for human resource management, including training, supervising, and evaluating work of others. Assists in the planning and execution of budget, fiscal, and staffing matters. 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. 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. Duties include researching and writing memoranda on appeals and making recommendations on motions. Responsible for facilities management. Travels, as needed, between the Edinburg and Corpus Christi offices of the court as well as Austin or other locations for meetings and training. Performs related work as assigned.

Minimum Qualifications: Graduation from an accredited law school with a J.D. degree. Licensed to practice law in the State of Texas and an active member of the State Bar of Texas in good standing. Five years of prior legal experience. Knowledge of legal principles, practices, and proceedings. Ability to work independently and direct and supervise the work of others. Proficiency in computer and word processing skills and ability to communicate clearly and effectively with excellent writing skills. Management experience required. The Clerk must have knowledge of accounting, administrative, and management principles and practices. The Clerk must have the ability to perform accounting operations; prepare reports; analyze and 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.

Preferred Qualifications:

Experience in strategic financial planning. Knowledge of the Texas Legislature's budget process, Texas court system and the rules of civil, criminal, and appellate procedure. Experience in all or any of the following applications: Centralized Accounting and Payroll/Personnel System (CAPPS), Uniform Statewide Accounting System (USAS); Automated Budget and Evaluation System of Texas (ABEST).

Application Procedures: Applicant must submit a **single** complete electronic application consisting of the following in pdf format:

- (1) a cover letter;
- (2) resume;
- (3) completed State of Texas Application for Employment form; and
- (4) two references or letters of recommendation.

Email completed applications to the Clerk of the Court at [dorian.ramirez@txcourts.gov](mailto:dorian.ramirez@txcourts.gov). A State of Texas Application can be obtained from TWC (<http://www.twc.state.tx.us>) or the employment section of this Court's website [www.txcourts.gov/13thcoa](http://www.txcourts.gov/13thcoa). Incomplete application packets may not be considered or may be supplemented by the applicant in a timely manner, or at any time at the discretion of the Court. Interviews will be held by invitation only. Questions concerning the application process may be directed to Dorian Ramirez (361) 888-0697.

Note: The following Military Occupation Specialty (MOS) 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/>

E-Verify: This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Thirteenth Court of 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 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.