



**JOHN M. BAILEY**  
CHIEF JUSTICE

**W. STACY TROTTER**  
JUSTICE

**W. BRUCE WILLIAMS**  
JUSTICE

## **Court of Appeals Eleventh District of Texas**

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**MARLA HANKS**  
CLERK

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### **JOB VACANCY NOTICE DEPUTY CLERK I**

(Salary Group A12, Classification 3620)

The Eleventh Court of Appeals in Eastland is now accepting applications for an immediate opening for Deputy Clerk I. Work involves maintaining court records and filing, tracking, and managing cases filed in an appellate court. The State of Texas Job Description for the position can be obtained from the following website: <https://hr.sao.texas.gov/Compensation/JobDescriptions/R3620.pdf>

Applications will be accepted until the position is filled. Minimum qualifications include high school graduate or equivalent; computer literate with experience in Windows and Word; excellent typing, reading, spelling, and grammar skills. Applicants must be extremely detail-oriented. Legal experience is helpful, but not required.

The job consists of a 40-hour week, 8:00 – 5:00, with State of Texas benefits. The State of Texas Classification Schedule lists an annual salary range of \$27,840 to \$43,798, depending on qualifications and experience.

#### **RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or guardsmen with a MOS or additional duties that fall in the fields of 27D Paralegal Specialist, 270 Legal Administrator (Warrant), LN Legalman, YN Yeoman, YNS Yeoman, 4421 Legal Services Specialist, 4430 Legal Administrative Officer (Warrant), and 5J0X1 Paralegal or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf).

Please send resume and State of Texas application to Marla Hanks - Clerk, at the above physical address, or email address. The State of Texas application may be obtained from the Court's website under the "careers" tab, or from the Texas Workforce Commission website, [www.twc.state.tx.us](http://www.twc.state.tx.us). No phone calls. Personal interviews will be by invitation only. Equal Opportunity Employer.