



**COURT OF APPEALS
EIGHTH DISTRICT OF TEXAS**

EL PASO COUNTY COURTHOUSE, SUITE 1203
500 E. SAN ANTONIO AVE.
EL PASO, TEXAS 79901-2408
(915) 546-2240 FAX (915) 546-2252

Chief Justice
Yvonne T.
Rodriguez

Justices
Gina M. Palafox
Jeff Alley

Clerk
Elizabeth G. Flores

Chief Staff Attorney
Kirk Cooper

February 10, 2022

**JOB VACANCY NOTICE
TEMPORARY DEPUTY CLERK I**

Salary: \$2,320 – \$2,500 per month (salary is commensurate with experience)

Position available: March 1, 2022 (subject to change)

Close date: Until filled

This is a temporary position that extends 6 months from the hire date. A temporary Deputy Clerk I may be eligible for hire to an available permanent position if offered.

The Eighth Court of Appeals is now accepting applications for a full-time temporary Deputy Clerk I. Vacation, sickleave, health insurance, retirement, and other benefits are provided in accordance with State policy. The position is full time (40 hours per week) which will require the individual to work Monday – Friday from 8:00 a.m. – 5:00 p.m. Those interested in the Deputy Clerk I position must meet the requirements set out in the attached Job Description, appellate experience is preferred.

To apply, applicants must hand-deliver or mail a State Application for Employment, resume, and references to: Elizabeth G. Flores, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, El Paso, Texas, 79901. The application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. Interviews will be held by invitation only.

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.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 27OA, LN, YN, YNS, 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf The Court is an equal opportunity employer and does not discriminate on 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.

DEPUTY CLERK I

GENERAL DESCRIPTION

Performs entry-level appellate court work involving maintenance of records, filing, tracking, and management of cases filed in the appellate court. Performs secretarial duties and office equipment upkeep. Works under close supervision of the senior deputy, administrative assistant and Clerk of the Court with minimal to moderate latitude for use of initiative and independent judgment. This is an at-will employer.

EXAMPLES OF WORK PERFORMED

Issues Court Opinions and Judgments

Receives, files and processes cases on appeal from the lower court and may at times file and process original proceedings.

Examines records, motions, exhibits, briefs or any other appeal related document to ascertain if they have been timely received and prepared in accordance with the Texas Rules of Appellate Procedure and the Local Rules of this Court.

Processes payments received by the court.

Makes docket (Case Management) entries and gives notices and/or orders of the filings of such documents and rulings of the court.

Opens and distributes mail and/or deliveries (which will include electronic filings).

Answering telephone inquiries, correspondence, and request for documents from trial court clerks or storage facilities.

Assists in maintaining dockets or calendar systems for tracking and managing cases.

Prepares cases, listings, and court room for oral argument.

May assist in the scheduling of cases for submission.

May assist in maintaining the official court minutes.

May assist in the transfer of cases between courts.

May assist in preparing cases for off site storage.

May perform duties generally assigned to senior deputies, in their absence.

May assist in the scanning of old case files, or in other responsibilities associated with retention of old case project.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in administrative or legal support work. Graduate of a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another. Appellate experience is preferred. Legal knowledge and skills are preferred.

Knowledge, Skills, and Abilities

Knowledge of legal terms and concepts and of court statutes and polices. Type 40 wpm. minimum. Must be comfortable with WORD, EXCEL, and ADOBE ACROBAT. Skill in the operation of office equipment. Must be able to lift records up to 40 lbs from/to the floor or shelving in the Court's offices. Ability to maintain files and records and to communicate effectively. Must be able to comprehend and carry out complex oral and written instructions.