



FIFTH DISTRICT COURT OF APPEALS

Assistant Business Administrator

The right candidate is required to handle confidential and sensitive information and may correspond with elected officials and other state agencies, members of the state Legislature, or other high-level contacts. Assists with daily office operation procedures. Position includes assisting with preparation of payroll, benefits, purchasing, human resource actions, and budget preparation and accounting work. Oversees and/or greets visitors, answers, and screens phone calls, manages travel itineraries, coordinates travel, and completes expense and mileage reports for staff as requested. May approve and monitor the purchase of office supplies. May prepare and sign correspondence in the absence of the Business Administrator. Assist with other administrative duties as required.

Computer literacy required **with extensive knowledge** of Excel, Word, and Adobe. Use of initiative and independent judgment required. Must have experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience may be substituted for one another.

The Fifth Court of Appeals offers a comprehensive package of benefits that include:

- Health Insurance, Life Insurance, Dental & Vision Insurance, Health Spending account
- 401 (k) and 457 Saver options
- State Retirement Program
- Employee Assistance Program
- Paid Parking
- Paid Vacation & Sick Leave & Paid State Holidays
- Flex Time work option available
- Monday through Friday regular hours
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How to Apply:

- Fill Out a State of Texas Application
- Submit your resume and Cover Letter accompanied by the following:
- Minimum of (3) work and personal references or letters of recommendation

Please send your completed application package to:

5th Court of Appeals at Dallas
Attn: Business Administrator
600 Commerce Street, Suite 200
Dallas, TX 75202
Or via Email to:
myrna.gasc@txcourts.gov