



JOB VACANCY NOTICE

Posting Date:	April 7, 2022	Closing Date:	Until Filled
State Job Title:	Executive Assistant I	FLSA Status:	Non-Exempt
Agency Job Title:	Executive Assistant	Location:	Austin, TX
Salary Range	\$48,948	Type of Job:	Full Time
Contact Person:	Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		

Job Description: See attached description.

There is a vacancy in the Court of Criminal Appeals for the position of Executive Assistant to Judge Mary Lou Keel of the Texas Court of Criminal Appeals.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should email a letter, resume, and a completed State of Texas job application to Deana Williamson, Clerk of the Court, Court of Criminal Appeals, at ccaapplications@txcourts.gov.

Personal interview will be conducted only upon invitation by the Court.

The Court of Criminal Appeals is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, color, religion, sex, national origin, age (40 or older), disability or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the court or agency. This organization participates in E-Verify.

**EXECUTIVE ASSISTANT I
CLASS NO. 0160
SALARY GROUP B17**

JOB DESCRIPTION

GENERAL DESCRIPTION

Executive Assistant to a Judge of the Texas Court of Criminal Appeals. Responsible for assisting judge and staff attorneys with communications, correspondence, legal editing, case management, docket control, planning, scheduling, calendar coordination, and other executive functions.

Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF JOB DUTIES

Provide administrative and technical assistance and support to judge and chambers staff.

Master internal administrative policies, procedures, standards, and methods.

Coordinate calendars, meetings, and other appointments.

Prepare notices and memoranda for meetings and conferences.

Maintain and update docket assignments and information related to such assignments for judge and judicial staff.

Communicate with others at the Court and with outsiders, including the public.

GENERAL QUALIFICATIONS

Experience and Education

At least three years' experience in administrative support to executives and/or senior management and college degree; experience and demonstrable skills may substitute for education.

Knowledge, Skills, and Abilities

Strong organizational skills, especially the ability to keep track of and communicate deadlines.

Strong oral and written communication skills; analytical, research, and problem-solving skills; proofreading and editing skills.

Proficiency in standard English grammar and punctuation, proofreading, and editing.

Proficiency in using:

- personal computers;
- Microsoft Office Suite applications (Outlook, Word, Excel);
- internet browsers;
- PDFs;
- digital files;
- virtual private network tools like Cisco AnyConnect Secure Mobility Client, Microsoft Remote Desktop;
- peripheral devices like scanners, printers, and copiers.

Willingness and ability to learn and adhere to:

- the Code of Judicial Conduct;
- internal rules, regulations, and procedures;
- related legal practices and procedures.

Enthusiasm for the Court and the job.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

15P, 42A, 56M, 68G, 420A, AZ, LS, LSS, MC, PS, RP, SN, YN, YNS, 741X, YN, PERS, 0100, 0111, 3372, 3381, 0102, 0170, 4430, 3F5X1, 8A200, 8A300

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf