



## JOB VACANCY NOTICE

<b>Posting Date:</b>	September 16, 2022	<b>Closing Date:</b>	Until Filled
<b>State Job Title:</b>	Executive Assistant I	<b>FLSA Status:</b>	Non-Exempt
<b>Agency Job Title:</b>	Executive Assistant	<b>Location:</b>	Austin, TX
<b>Salary Range</b>	\$48,948	<b>Type of Job:</b>	Full Time

**Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.**

**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 Bert Richardson 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](mailto: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.

After the first six months, this position allows for two days each week of work from home. Days must be approved by the Judge.

**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 five years' experience in administrative support to executives and/or senior management.

**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.

Friendly and outgoing personality; positive attitude; professional demeanor.

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](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)*