



THIRTEENTH COURT OF APPEALS JOB VACANCY NOTICE

Internal Job Title: Deputy Clerk
State Classification: Deputy Clerk III (A16) or Deputy Clerk IV (A18)
Deadline: Until filled
Estimated Start Date: October 17, 2022
Locations: Edinburg, Texas
Salary: \$34,918-57,780/per year (depending on qualifications)

The Thirteenth District Court of Appeals seeks applicants for the position of Deputy Clerk in the Edinburg office of the Court.

Essential Job Functions: Deputy Clerks perform administrative and clerical work for appellate court operations. Work involves answering telephones, records management (digital and physical), providing information to attorneys, litigants, and the public, preparing administrative reports, reviewing/processing legal documents, data entry, generating court notices, collecting/recording court fees, and may assist in maintaining official court minutes. Regularly uses computer desktop applications/programs, including the Court's own unique case management system. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Minimum Qualifications: Experience in administrative or legal support work. High proficiency in the use of computers and desktop applications. Ability to maintain confidential and sensitive information and to communicate effectively. Graduation from an accredited two- to four-year college or university with major coursework in business administration, finance, accounting, management, law, or a related field is preferred. Experience and education may be substituted for one another.

Physical Requirements: Ability to occasionally move up to 25 lbs. of paperwork/files/supplies; repetitive use of keyboard at workstation for long periods of time.

Preferred Qualifications: Knowledge of legal terms and concepts; statutes, court rules, and policies; and/or accounting principles and practices. Skill in the use of a computer and office equipment, and an electronic filing and case management system. Proficient in spelling and grammar, with the assistance of a word processing program. Ability to perform accounting operations, to prepare reports, to analyze accounting data, to communicate effectively, and to provide guidance to others.

Notice regarding E-Verify: The Court participates in E-Verify and provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) information from each new employee's Form I-9 to confirm work authorization.

Application Process: Applicants should submit a **single** electronic .pdf containing:

- (1) cover letter
- (2) resume
- (3) college transcript (if applicable)
- (4) two references or letters of recommendation
- (6) completed State of Texas Application for Employment form

to the Clerk of the Court Pro Tempore, Cecile Foy Gsanger, Thirteenth District Court of Appeals, Nueces County Courthouse, 901 Leopard, Tenth Floor, Corpus Christi, Texas 78401. Applications may be submitted by e-mail (cecile.gsanger@txcourts.gov), mail, or by facsimile at (361) 888-0794. Incomplete applications may not be considered or may be supplemented by the applicant in a timely manner or at any time at the discretion of the Court. **Interviews will be held by invitation only.**

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, religion, age, disability, or genetic information. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

[State of Texas Application on Next Page]



THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received _____
Time received _____
Received by _____

Job Applicant No. _____

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME _____
 (Last) (First) (Middle) (Daytime Phone)

MAILING ADDRESS _____
 (Street) (City) (State) (Zip) (Country) (Work Phone, Optional)

E-MAIL ADDRESS _____

List any other names used if different from name on this application. _____

List exact title of position or type of work and location for which you wish to apply:	Job Posting Number	Closing Date
List the state agency with which you wish to apply:	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time Part-Time Summer Temp/Project Date available for work? _____ Are you at least 17 years of age? Yes No

Are you willing to work hours other than 8-5? Yes No What days are you unable to work? _____

Are you willing to travel? Yes No If yes, what percent of time? _____

Current Driver's License # (if required for position) _____ Commercial Driver's License Yes No
 (State) (Number)

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") _____

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes No If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes No If yes, name and location of high school or GED institute: _____

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities										
Graduate Schools										
Technical or Vocational Schools										

AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

Special Training/Skills/Qualifications: List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately how many words per minute do you type? _____

Sign Language (If required for this position) Yes No

Are you a certified interpreter? Yes No

Do you speak a language other than English? (If required for this position) Yes No

How fluently? Fair Good Excellent

If yes, what language(s) do you speak? _____

Do you write in a language other than English? (If required for this position) Yes No

If yes, which language(s) _____

Have you ever been employed by the State of Texas? Yes No

Are you currently employed by the State of Texas? Yes No

If you have been previously employed by the State of Texas, list the agency/agencies:

FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes No

If yes, are you currently 25 years of age or younger? Yes No

MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes No If yes, list type of discharge _____

Dates of Service (From/To): _____

Are you a surviving spouse of a veteran who has not remarried? Yes No

Are you a surviving orphan of a veteran Yes No
killed while on active duty?

If yes, complete dates of service for veteran _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE SIGNED

SIGN HERE:

X

Signature – Applicant

Date

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:						Immediate Supervisor Name: Title: Supervisor's Telephone No.:		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-managerial <input type="checkbox"/>	
						\$	Supervisory/Managerial <input type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:						Immediate Supervisor Name: Title: Supervisor's Telephone No.:		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-managerial <input type="checkbox"/>	
						\$	Supervisory/Managerial <input type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number		2. Last Name (Type or Print)			First	Middle
3. Address		City	State	ZIP Code	4. Daytime Phone	5. Work Phone
6. Sex <input type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date	8. Ethnic Origin <input type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races				
9. Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input type="checkbox"/> No		11. Orphan of Veteran killed on active duty <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input type="checkbox"/> No

13. How did you **first** find out about this job?

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 01 - Other State Employee
<input type="checkbox"/> 02 - Job Fair
<input type="checkbox"/> 03 - Professional Publication
<input type="checkbox"/> 04 - Recruitment Poster
<input type="checkbox"/> 05 - Television | <input type="checkbox"/> 06 - Newspaper _____
<small style="margin-left: 40px;">Name of Newspaper</small>
<input type="checkbox"/> 07 - College/University Career Day
<input type="checkbox"/> 08 - Human Resource/Personnel Office
<input type="checkbox"/> 09 - Radio
<input type="checkbox"/> 10 - Agency Web Site - Internet | <input type="checkbox"/> 11 - WorkInTexas.com
<input type="checkbox"/> 12 - Other (specify): _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

X

Signature – Applicant

Date

White – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black – a person having origins in any of the black racial groups of Africa.

Hispanic – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Native Hawaiian or Other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races – a person who primarily identifies with two or more of the above race/ethnicity categories.

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