



**FIRST AND FOURTEENTH COURTS OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Clerk of Court

Posting #: 01-14-23-Clerk of Court

Closing Date: Until Filled

Location: Houston, Texas

Salary Range: Depending on experience

Start Date: As soon as available

GENERAL JOB DESCRIPTION:

The First and Fourteenth Courts of Appeals of the State of Texas, intermediate appellate courts with general civil and criminal jurisdiction within 10 counties of the State of Texas, are seeking applications for a shared Clerk of the Court. The Clerk of the Court coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justices, under the general direction of all the justices on the Courts. The Clerk must have strong management and leadership skills and must possess the highest ethical and professional standards to effectively manage court staff and operations.

Essential Job Functions:

See TEX. CONST. Art. 5, § 6.

- Oversees and manages court administrative operations, which requires extensive strategic financial planning in developing, implementing, and executing the court's biennial budget and all related fiscal matters.
- Ensures the court's accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's of Public Accounts Procurement and Purchasing Guidelines.
- Responsible for human resource management, including training, supervising, and evaluating work of others.
- Responsible for information technology management and development.
- Reports to State agencies as required by law and serves as the court's liaison with the Office of Court Administration and with executive and legislative branch agencies.
- May represent the court at business meetings, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Communicates with and responds to inquiries from State entities, governmental officials, judges, attorneys, litigants, and the public.
- Responsible for filing and preserving records, transcripts, proceedings, and decisions of the court.
- Manages the administrative processing of cases from filing to disposition.
- Takes initiative in recommending new approaches that could simplify filing and retrieval systems and protection of vital records.
- Supervises the preparation and forwarding of records for review by higher courts. Certifies the opinions and judgments of the court to the proper trial courts.
- Responsible for collecting fees and costs.
- Assists in transferring cases between courts. Maintains all organizational and governmental records required by the State.
- Responsible for facilities management.
- Performs related work as assigned.



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MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- Graduation from an accredited four-year college or university with an emphasis in business administration, finance, accounting, management, or a related field.
- Extensive management and strategic financial planning experience.
- Knowledge of accounting, administrative, and management principles and practices with at least 4 years of experience.
- Knowledge of the Texas court system and rules of civil, criminal, and appellate procedure.
- Ability to maintain confidential and sensitive information and to communicate effectively.
- Proficient in the use of personal computers, Excel, MS Word and MS Outlook.
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision.
- Must be able to communicate effectively and establish and maintain effective relationships with governmental officials, court employees and the public.
- Extensive knowledge of all Microsoft Office Products.
- Must be able to travel for training and to attend meetings whenever necessary.

PREFERRED QUALIFICATIONS:

- Graduation from an accredited law school and licensed to practice law in the State of Texas.
- Eight to ten years' experience in private practice, government service, or at an appellate court.
- Knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request.
- Knowledge of the Centralized Accounting Payroll/Personnel System (CAPPS), Automated Budget and Evaluation System of Texas (ABEST), Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll/Personnel System (USPS), and Texas Comptroller of Public Accounts Fiscal Management Division Website (FMX) and the statewide appellate case management system and circulation software (TAMES).
- Ability to perform accounting operations; prepare reports; process legal documents; communicate effectively.
- Evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of Air Force: SJ0X I, SJ; Army: 27D, 270A, 27; Navy: LN, 2960; Marine Corps: 4430, 44, 4421 or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf





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E-VERIFY:

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.

APPLICATION PROCEDURES:

Submit a **single** complete electronic application consisting of the following in **pdf format**:

1. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** (which may be found at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>);
3. three references familiar with the applicant's work product and work habits; and
4. cover letter.

Email completed applications to 14thHR@txcourts.gov. You may also email any questions to 14thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The First and Fourteenth Court of Appeals are **Equal Opportunity Employers** and do not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in the provision of services. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.