



BRIAN QUINN
Chief Justice

JUDY C. PARKER
Justice

LAWRENCE M. DOSS
Justice

ALEX L. YARBROUGH
Justice

Court of Appeals

Seventh District of Texas
Potter County Courts Building
501 S. Fillmore, Suite 2-A
Amarillo, Texas 79101-2449
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BOBBY RAMIREZ
Clerk

MAILING ADDRESS:
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JOB VACANCY NOTICE DEPUTY CLERK

State Job Title:	Deputy Clerk III
Salary Range:	\$39,976 - \$61,399 (commensurate with experience)
Target Start Date:	August 1, 2024 (or earlier)
Closing Date:	Until Filled
Location:	Amarillo, Texas
Class Code:	3624

The Seventh Court of Appeals of the State of Texas is now accepting applications for the position of Deputy Clerk III. Applications will be accepted until the position is filled. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

General Job Description

This position performs advanced appellate court and administrative docketing work, involving cases appealed from lower State courts, and all duties assigned by the Clerk. The deputy clerk will work under limited supervision, with moderate latitude for the use of initiative and independent judgment in performing tasks such as:

- receiving, filing, and processing cases and legal documents
- sending Court notices and correspondence
- maintaining Court files and confidential data
- preparing and filing various administrative reports
- maintaining dockets and calendar systems for tracking and managing cases

This position also performs entry-level accounting work under the close supervision of the Clerk and Court Accountant, including:

- processing general journal entries and purchasing and travel vouchers
- coding and posting financial and accounting documents and records
- auditing accounting and financial documents for accuracy and compliance with Court policies and procedures and State and federal statutes
- maintaining accounting files and reports
- inventorying Court equipment and property

General Qualifications

Experience in administrative or legal support work and familiarity with accounting and financial operations. This position requires an individual who is highly detail-oriented and who can learn and comprehend various tasks involving detailed rules, policies, and procedures. Graduation from an accredited four-year college or university with a degree in a related field is preferred, as is four years of experience in related employment. Experience and education may be substituted for one another.

Knowledge, Skills, Abilities

Knowledge of legal terms and concepts, statutes, appellate rules, and Court policies.

Skill in the use of a computer, office equipment, electronic filing and case management systems, and Microsoft Office (Word, Excel, and Outlook).

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Application Procedures

To apply, applicant must **mail** (a) a cover letter, (b) a resume, (c) the State of Texas Application for Employment form, and (d) the name of two references to the following address:

Bobby Ramirez
Clerk of the Court
Seventh Court of Appeals
P.O. Box 9540
Amarillo, TX 79105

The **State of Texas Application for Employment** form is available at this [link](#).

Interviews will be by invitation only.

Notes

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 270A, LN, YN, YNS, 4421, 4430, and 5J0X1.

Additional Military Crosswalk information can be accessed at:

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

The Seventh Court of Appeals 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. Pursuant to the Americans with Disabilities Act, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court. The Court participates in E-Verify.