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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: August 12, 2024

Job Listing Identification Number: 00044272

State Job Classification: Clerk of the Court

Functional Title: Business Court Clerk

Monthly Salary: \$10,000.00 - \$11,943.75

Remarks: This position will serve as the Clerk for the Business Court of Texas. Salary commensurate with experience and education.

Closing Date: August 29, 2024

State Class. No. and Pay Group: 3635 / B29

FLSA Status: Exempt Non-Exempt

Location: Austin, TX

Type of Job: Full Time Part Time

Travel Required: Yes No (50%)

Job Description:

Performs highly advanced and/or supervisory (senior-level) work. Work involves leading clerk operations for the Texas Business Court across the state of Texas. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgement. This position is created under Section 1. Subtitle A, Title 2, Government Code: HB19 of the 88th Texas Legislature, relating to the creation of a specialty trial court to hear complex business cases. This position is appointed by the presiding judge of the Business Court.

Essential Job Functions:

- Accept filings in the Business Court and fulfill the legal and administrative functions of a district clerk.
- Manage the official records of all court proceedings for all divisions of the Business Court.
- Manage the storage, retrieval, and retention of court records in compliance with state law.
- Oversees the collection and disbursement of Business Court fees and costs.
- Responsible for maintaining the court's registry account.
- Prepares and forwards appeal records for review by higher courts.
- Ensures that rules governing Business Court filings and filing requirements are followed.
- Serve as the Business Court's liaison with county and district clerks regarding transfer, removal and remand procedures, and jury selection and jury trial logistics.
- Certifies the judgments of the Business Court to the proper trial courts.
- Assists in transferring cases between courts.
- Answers correspondence from judges, attorneys, and other parties/members of the public.
- Order and maintain office supplies and postage for the clerk's office.
- Oversees and/or provides instruction on the use of an electronic filing and court records systems.
- May supervise the work of others.
- Maintain compliance with continuing education requirements.
- Performs related work as assigned and complies with all Office of Court Administration policies and procedures.

Minimum Qualifications:

- Graduation from an accredited college or university with major course work in business administration, finance, accounting, management, or a related field. Experience and education may be substituted for one another.
- Experience working in District Court or District Clerk administration and operations.
- Experience with the Texas judicial system and operations.
- Experience working with judges, court personnel, and government officials.
- Experience in office management.

Preferred Qualifications:

- Proficiency in the Enterprise Justice case management system.
- Experience as District Clerk in the State of Texas.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of the Texas judicial system administration and operations.
- Knowledge of accounting principles and practices, principles and practices of general administration and management, and Texas rules of civil and appellate procedure.
- Knowledge of procedures, processes and obligations of a district clerk as prescribed in state law.
- Excellent oral and written communication skills.
- Skill in the use of computer and office equipment, in analyzing and solving problems and in making decisions affecting overall operations.
- Ability to prepare visually stimulating charts, graphs, and reports.
- Ability to perform accounting operations; to prepare reports to analyze, process and dispose of legal documents; to evaluate and administer programs; to communicate effectively; and to supervise the work of others.
- Proficient in court case management systems.
- Proficient in Microsoft Office suite of applications.

Employment Conditions:

- Must be bondable.
- Must sit for extended periods of time.
- May be required to travel.
- May talk on the phone for an extended period.
- Operate office equipment and computer systems.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army 27D – Paralegal Specialist; Navy – LN, Legalman; Coast Guard – No military equivalent; Marine Corps – 4421 –

Legal Services Specialist; Air Force – 5J0X1 – Paralegal; Space Force – No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.