



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Chief Deputy Clerk for the 15th COA

Job Code/Salary Group: 3630/B23

Posting #: 16731168

Closing Date: September 6, 2024

Location: Austin, Texas

Salary Range: \$72,000.00 - \$82,408.00

GENERAL JOB DESCRIPTION:

Performs highly advanced and/or supervisory (senior-level) appellate work. Work involves planning and coordinating court program activities and the administrative processing of cases from filing to disposition. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. May serve as a liaison between the 15th Court of Appeals the Texas Office of Court Administration, other Texas Appellate Courts, court reporters trial court clerks, judges, attorneys, litigants, and the public. Will supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- May report to State agencies as required by law and may serve as the court's liaison with the Office of Court Administration.
- Provides instruction on the use of an electronic filing system and on the use of computer software to create electronic briefs.
- 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 staff and participates in the following job functions:
 - Answers the telephone and assists callers frequently by quickly locating information in the court's database or in hard copy.
 - Provides information to attorneys, litigants, and public regarding court policies and procedures, answers correspondence received and responds to request for documents.
 - Prepares various reports.
 - Prepares or edits various documents including orders, judgments and mandates.
 - Maintains dockets or calendar systems for tracking and managing cases.
 - Distributes court communications and correspondence by mail and electronically including court opinions and orders.
 - Reviews documents for accuracy.
 - Collects court fees, records money received and verifies for deposit.
 - Receives, files, and processes documents through the eFileTexas.gov portal.
 - Data entry into the electronic Texas Appeals Management and e-Filing System – TAMES.
 - Generate court notices and correspondence to appropriate parties.
 - Assists in maintaining official court minutes.
 - Assists in transferring cases between courts.
 - Forwards published opinions to national publishers for publication.



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- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review.
- Maintains a case management system in the appellate process.
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support.
- Maintains all organizational and governmental records required by the State.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, management, or a related field is generally preferred. Experience and education may be substituted for one another.
- Four years of experience with a Texas Appellate and the Texas System judicial system and operations.
- Experience in administrative or legal support work.
- Experience in the preparation and use of appellate documents, administrative and court procedures.
- Experience with similar court service functions in State or County government.
- Highly proficient in use of computers and desktop software applications
- Experience working as a team member and working with moderate supervision.
- Experience with Excel, Word, Outlook, OneDrive and SharePoint.

PREFERRED QUALIFICATIONS:

- Eight (8) years of experience years of experience in court administration or court management and supervision of employees.
- Experience evaluating and administering programs; developing, modifying and improving court operations; and experience leading a court's administrative operations.
- Experience with similar staff services functions in Texas State government.
- Highly proficient in use of computers and desktop software applications, including Microsoft Office products.
- Experience working as a team member and working with moderate supervision.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the Texas court system and rules of civil and appellate procedure.
- Knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request.
- Knowledge and use of the statewide appellate case management system and circulation software (TAMES).
- Ability to perform reports and ; process legal documents.
- Ability to communicate effectively.



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PHYSICAL REQUIREMENTS:

- Ability to move up to 35 lbs. of paperwork/files/supplies
- Repetitive use of a keyboard at a workstation for long periods of time

MILITARY CROSSWALK:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 270A, Legal Administrator (Warrant); Navy – LN, Legalman; Coast Guard – No military equivalent; Marine Corps – 4430, Legal Administrative Officer (Warrant); Air Force – 5J0X1, Paralegal; Space Force – no military equivalent; 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

E-VERIFY:

The Fifteenth Court of Appeals 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.

TO APPLY:

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** for employment
(www.twc.state.tx.us/jobs/gvjb/stateapp.doc)
3. Three references familiar with the applicant's work product and work habits; and
4. Cover letter.

Email completed applications to 15thHR@txcourts.gov. You may also email any questions to 15thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Fifteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion 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. For hearing impaired, please contact 1-800-RELAY.