



Austin American Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 12/18/2024

Job Listing Identification Number: 00045358

State Job Classification: Deputy Clerk IV

Functional Title: Business Court Deputy Clerk

Monthly Salary: \$4,583.33 - \$6,034.00

Remarks: This position is in-person, Monday – Friday. Salary commensurate with experience.

Closing Date: 1/1/2025

State Class. No. and Pay Group: 3626/A19

FLSA Status: Exempt Non-Exempt

Location: Austin

Type of Job: Full Time Part Time

Travel Required: Yes 25% No

Job Description:

Performs highly advanced, complex (senior-level), administrative docketing work, maintaining records and filing, tracking, and managing cases filed in the Business Court. Performs other clerical duties under minimal supervision governed generally by broad instructions, objectives, and policies and involving frequently changing conditions and problems. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Maintains confidentiality of obtained protected information, provides detailed records, and works a flexible schedule as needed. This position ensures proper support exists for judicial operations by efficiently processing new civil cases filed, issuance of process, collection of court fees and reporting requirements for judicial activity. The Deputy Clerk establishes criteria, assesses effectiveness, or investigates and analyzes a variety of unusual circumstances. Assumes Business Clerk duties in his or her absence.

Essential 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.
- Distributes court communications and correspondence by mail and electronically.
- Collects court fees, records money received.
- Receives, files, and processes documents through the eFileTexas.gov portal.
- Assists in maintaining official court minutes.
- Assists in transferring cases between courts.
- Assists in troubleshooting problems, organizing files, preparing correspondence, and providing administrative and clerical support.
- Coordinates with judges, staff attorneys, court managers, and other agencies as necessary regarding Court related matters.

- Manages the maintenance, retrieval, protection, retention, and destruction of all Business Court records.
- Prepares the Clerk's Record for cases on Appeal and Writ's of Habeas Corpus and submits them to the appropriate higher court of appeals.
- Assist with creating new or updates existing procedures and forms to comply with current laws and regulations.
- Maintains utmost confidentiality of all sealed business court records.
- Attend training courses as assigned, including overnight travel as necessary.
- Assumes Business Clerk duties in his/her absence.
- Perform all other duties as assigned.

Minimum Qualifications:

- Graduation from an accredited two or four-year-college or university. Experience and education may be substituted for one another.
- Experience in administrative or legal support work.
- Proficient in the use of personal computers, Office365 (Word, Excel, and Outlook) and Adobe Acrobat.

Preferred 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 in the preparation and use of court 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 limited supervision.

Knowledge, Skills, and Abilities (KSAs):

- Extensive knowledge of the current Enterprise Justice Case Management System.
- Knowledge of court statutes, policies and legal terminology and research methods.
- Knowledge of relevant laws, appellate practices and procedures is strongly desired.
- Ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision.
- Ability to always communicate effectively with all court staff and the public in a friendly and professional manner.
- Professional knowledge of basic rules and regulations relates to court procedures including Texas Rules of Civil Procedure, Code of Criminal Procedure and Family Code.
- Exceptional knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals and percentages.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems.
- Knowledge and experience in Microsoft Office Suite Software.
- Exceptional knowledge of modern business office practices and procedures.

Employment Conditions:

- Ability to move up to 35 lbs. of paperwork/files/supplies.
- Repetitive use of a keyboard at a workstation for long periods of time.
- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware, and software.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army-Paralegal Specialist, Navy-Legalman, Coast Guard-No military equivalent, Marine Corps-Legal Services Specialist, Air Force-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_ProgramManagement.pdf

To Apply: All applications for employment with the Office of Court Administration may 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.

