



COURT OF APPEALS SECOND DISTRICT OF TEXAS

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DEPUTY CLERK

The Second Court of Appeals in Fort Worth is now accepting applications for a deputy clerk position. (Posting #25-001.) Applications will be accepted until the position is filled.

Work involves filing, tracking, and managing cases filed in an appellate court; maintaining records archives; and communicating about cases with parties, counsel, the public, and other court personnel. Minimum qualifications include a high-school diploma; graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, management, or a related field is preferred. Applicants must be computer literate, with experience in Windows, Microsoft Word, and Adobe Acrobat. Excellent typing, reading, spelling, and grammar skills are required, along with the ability to address and resolve customer-service questions and problems. Applicants must be extremely detail-oriented, and prior court clerk experience in appellate case management is strongly preferred.

The State job title is Deputy Clerk IV, with an annual salary range of \$48,244 to \$76,028, depending upon the applicant's skills and experience. The position is full-time (40-hour work week, Monday through Friday, 8 a.m.–5 p.m.). Vacation, sick leave, health and dental insurance, retirement, and other benefits are provided in accordance with State policy.

To apply, mail, fax, or email a résumé and a signed State of Texas application to the following address:

Clarissa Hodges, Clerk of the Court
Second Court of Appeals
401 W. Belknap, Suite 9000
Fort Worth, TX 76196
2ndclerk@txcourts.gov
Fax: 817/884-1932

The State of Texas application is available on the court's website career page at <https://www.txcourts.gov/2ndcoa/careers/>. Online applications through WorkInTexas.com will also be accepted. Interviews will be by invitation only.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 270A, LN, YN, YNS, 4421, 4430, and 5J0X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

Additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

The Second 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.