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CLERK OF THE COURT
BLAKE A. HAWTHORNE

April 22, 2025

DEPUTY CLERK
\$59,000 per year

General Description

This is a great opportunity to learn about how the state's highest court for civil cases operates. You will be trained by the Clerk of the Court in Texas appellate procedure and the internal operating procedures of the Supreme Court of Texas. And you will have an opportunity to meet and observe the Justices of the Supreme Court of Texas as they hear oral argument in important civil cases.

Deputy clerks are generally responsible for receiving, filing, and docketing cases appealed from the courts of appeals to the Supreme Court of Texas, answering telephone and in-person inquiries from attorneys and the public about cases filed with the Court, docketing original proceedings, certifying documents, assisting with the issuance of certificates of good standing for attorneys, assisting with the issuance of law licenses, and completing special projects assigned by the Clerk of the Court on an as needed basis. Ideal candidates will demonstrate a sense of curiosity and desire to learn about court procedures and a willingness to collaborate with team members while working harmoniously in a small office setting.

General Qualifications

A college degree is required. Law school or paralegal training is preferred, but not required. The successful applicant must be able to communicate effectively with the judiciary, the bar, and the public. Must also be familiar with word processing software, Adobe Acrobat, and Microsoft Excel. The ability to understand and apply the Texas Rules of Appellate Procedure, other state court rules, and the internal operating procedures of the Court is essential. A high degree of accuracy is necessary to carry out assignments. The ability to get along with and communicate well with others are also required.

Benefits

The State of Texas offers an array of benefits to employees. These include health, dental, and life insurance, and a variety of leave time, such as annual, sick, holiday, bereavement, and jury duty. Additional benefits include flexible work schedules, wellness incentives, and tuition reimbursement. Financial benefits include a pension

plan, 401(k) retirement savings plan, and a tax free medical savings account. You can learn more about these benefits at the Employees Retirement System of Texas web page.

<https://ers.texas.gov/Careers/Perks-and-Benefits>

To Apply

Send a resume, cover letter, and the State Application for Employment to Blake Hawthorne, Clerk, Supreme Court of Texas, either via email to claudia.jenks@txcourts.gov or by regular mail at P.O. Box 12248, Austin, Texas 78711. The Supreme Court of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, disability, religion, sex, national origin, or age.

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http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf