



DEPUTY CLERK

Fifth Court of Appeals

Job description

DEPUTY CLERK III: Performs advanced (senior-level) appellate court or administrative docketing work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to others and may:

- Prepare and forward records for review by higher courts or referring agencies.
- Maintain dockets or calendar systems for tracking and managing cases.
- Provide information to attorneys, litigants, other state agencies, and the public regarding court policies and procedures; answer correspondence received by the court or referring agency; and respond to requests for documents.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administrative or legal support work. Graduation from an accredited 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.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal terms and concepts.
- Skill in the use of a computer and office equipment.
- Ability to maintain files and records and to communicate effectively.
- Knowledge of statutes, court rules, and policies.

- Skill in the use of electronic filing and case management systems.
- Knowledge of accounting principles and practices.
- Ability to analyze, process, and dispose of legal documents; to communicate effectively; and to provide guidance to others.

Job Type: Full-time

Salary: \$42,976 - \$64,469 per year

Benefits:

- 401(k)
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Dallas, TX 75202: Reliably commute or planning to relocate before starting work (Required)

Shift availability:

- Day Shift (Preferred)

Work Location: In person