



**NINTH COURT OF APPEALS  
1085 Pearl, Suite 330  
Beaumont, Texas 77701  
409-835-8402**

**JOB VACANCY NOTICE**

**State Job Title: Clerk of the Court**  
**Annual Salary: \$101,860 per year or above depending on qualifications**  
**Projected Start Date: June 1, 2026**  
**Location: Beaumont, Texas**  
**Closing Date: May 1, 2026, or until filled**

**GENERAL JOB DESCRIPTION:**

The Ninth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction covering 10 counties, is seeking applications for Clerk of the Court. This position is a hands-on, in-office position, not appropriate for teleworking, that coordinates all administrative aspects of appellate court operations. The Clerk works under the Chief Justice, and the general direction of the other justices on the Court, as well as with the Court's Chief Staff Attorney to facilitate the smooth operation of the Clerk's Office and the Court as a whole. The Clerk must have strong management, leadership, and communication skills and must possess the highest ethical and professional standards to effectively manage the Clerk's Office staff and operations.

**ESSENTIAL JOB FUNCTIONS:**

See TEX. CONST. Art. 5, § 6 and Gov't Code §§ 51.204, 51.206.

- Performs highly advanced and senior-level managerial appellate work.
- Performs, oversees, and/or manages court administrative operations, which requires extensive strategic financial planning in developing, implementing, and executing the court's biennial budget and all related fiscal matters.
- Performs and/or ensures the court's accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's of Public Accounts Procurement and Purchasing Guidelines.
- Responsible for human resource management, including training, supervising, and evaluating work of others.
- Assists and/or is responsible for information technology management and development.
- Reports to State agencies as required by law.
- Communicates with other State entities, governmental officials, judges, attorneys, litigants, and the public.
- Responsible for filing and preserving records, transcripts, proceedings, and decisions of the court.
- 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 the preparation and forwarding of records for review by higher courts.
- Certifies the opinions and judgments of the Court to the proper trial courts and parties. Responsible for collecting fees and costs.
- Assists in transferring cases between courts.
- Maintains all organizational and governmental records required by the State.
- Responsible for facilities management.
- Responsible for all State property inventory.
- Performs other related work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management, or a related field.
- Work and experience in the legal field with at least 4 years of experience.
- Management and strategic financial planning experience.
- Knowledge of accounting, administrative, and management principles and practices.
- Knowledge of the Texas court system and rules of civil, criminal, and appellate procedure.
- Must have the ability to perform accounting operations, prepare reports, and process legal documents.
- Ability to maintain confidential and sensitive information and to communicate effectively.
- Proficient in the use of personal computers, and extensive knowledge of all Microsoft Office Products.
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision.
- Must be able to communicate effectively and establish and maintain effective relationships with governmental officials, court employees and the public.
- Must be able to travel for training and to attend meetings whenever necessary.

### **PREFERRED QUALIFICATIONS:**

- Law degree or Accounting degree preferred.
- Knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request (LAR).
- Knowledge of the Centralized Accounting Payroll/Personnel System (CAPPS), Automated Budget and Evaluation System of Texas (ABEST), Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll/Personnel System (USPS), and Texas Comptroller of Public Accounts Fiscal Management Division Website (FMX) and the statewide appellate case management system and circulation software (TAMES).
- Evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

### **PHYSICAL QUALIFICATIONS:**

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

### **RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27D, 270A, LN, YN, YNS, 4421, 4430, 5J0X1.

Military crosswalk link:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

### **APPLICATION PROCEDURES:**

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](http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc));
3. at least two references familiar with the applicant's work product and work habits; and
4. cover letter.

Email completed applications to [carly.latiolais@txcourts.gov](mailto:carly.latiolais@txcourts.gov). Questions concerning the application process may be directed to Carly Latiolais at (409) 835-8402.

### **Personal interviews will be conducted by invitation only.**

The Ninth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, or physical or mental disability medical condition, marital status, pregnancy, childbirth or related medical conditions, sincerely held religious beliefs, or veteran status in employment or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.