



## **FOURTH COURT OF APPEALS**

**San Antonio, Texas**

### **JOB VACANCY NOTICE**

**State Job Title: Clerk of Court (B28)**  
**Annual Salary: \$115,000.00 - \$135,000.00**  
**Projected Start Date: October 2, 2019**

**Closing Date: Until Filled**  
**Location: San Antonio, Texas**  
**Classification No: 3635**

#### **GENERAL JOB DESCRIPTION:**

The Fourth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction within 32 counties of the State of Texas, is seeking applications for Clerk of the Court. The Clerk of the Court coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justice and under the general direction of all the justices on the Court. The Clerk must have strong management and leadership skills and must possess the highest ethical and professional standards to effectively manage court staff and operations.

#### **ESSENTIAL JOB FUNCTIONS:**

See TEX. CONST. Art. 5, § 6. Oversees and 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. 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. 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. 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. Performs related work as assigned.

#### **MINIMUM QUALIFICATIONS:**

Extensive management and strategic financial planning experience is required. Graduation from an accredited four-year college or university with an emphasis in business administration, finance, accounting, management, or a related field is required. The applicant must have knowledge of accounting, administrative, and management principles and practices. Knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request, and 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) is strongly preferred. Knowledge of the Texas court system and rules of civil, criminal, and appellate procedure is also preferred. The applicant must have the ability to perform accounting

operations; prepare reports; process legal documents; communicate effectively; establish and maintain effective relationships with governmental officials, employees and the public; evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the court's administrative operations.

**APPLICATION PROCEDURES:**

Applicant must submit (1) a cover letter, (2) resume, (3) completed State of Texas Job Application form (see <http://www.twc.state.tx.us>), and (4) two references from prior or current employment to:

Ms. Elizabeth Montoya  
Fourth Court of Appeals  
300 Dolorosa, Suite 3200  
San Antonio, TX 78205-3037

Questions concerning the application process may be directed to Ms. Elizabeth Montoya at (210) 335-3857.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J0X1, 5J; Army: 27D, 270A, 27; Navy: LN, 2960; Marine Corps: 4430, 44, 4421.

Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at <https://www.onetonline.org/crosswalk/MOC/>

The Fourth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment or provision of services. Pursuant to the Americans with Disabilities Act, the applicant should communicate any requests needed for reasonable accommodations during the application process to Elizabeth Montoya at (210) 335-3857.