

**TWELFTH COURT OF APPEALS  
TYLER, TEXAS  
JOB OPENING**

Position Available: **Accountant** (Part-time position, 24 hours per week)  
Opening Date to Submit Applications: March 18, 2024  
Application Deadline: Until Filled

**General Responsibilities:**

Performs a variety of moderately complex to advanced accounting work. Work involves the preparation of financial statements, records and reports; recording and reporting of financial transactions; maintains and reconciles ledgers and accounts; examines accounting transactions to ensure accuracy; corrects financial records and reports as necessary; and makes appropriate entries into the Uniform Statewide Accounting System (USAS) and CAPPs system. Performs related work as assigned. Provides general assistance and support in Clerk's office. Works under the direct supervision of the Clerk of the Court with moderate latitude for the use of initiative and independent judgment. All staff of the Twelfth Court of Appeals are important members of a judicial team committed to working together to maintain the highest standards of judicial excellence and public service.

**Qualifications:**

Should be knowledgeable in statewide accounting procedures and policies and keep abreast of revisions to current statutes, policies and laws governing the same.

- A working knowledge of accounting procedures with at least 2 years of experience. Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field.
- Proficient in the use of personal computers, Excel, MS Word and MS Outlook
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision
- Must be able to communicate effectively with all court staff and the public in a friendly and professional manner at all times
- Prior experience with the USAS & CAPPs systems is strongly preferred but is not a requirement
- Must be able to travel to Austin, Texas for training and to attend meetings whenever necessary (Note: Travel involved is only a minimal amount of time away from the office)

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36, 89, 70, 34, 88, 65, 36B, 36A, 89A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6FOX1, 6F, 65WX, 65AX, 65FX. Additional Military Crosswalk information can be accessed at [http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_AccountingAuditingandFinance.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf)

**Apply: Submit the following items to the Clerk of the Court at the address below via mail or delivery faxed or emailed applications are not accepted:**

- State of Texas Job Application ([www.twc.state.tx.us](http://www.twc.state.tx.us)) (completed & signed original)
- Resume with cover letter (Applications with resumes only will not be accepted without a State application)

**Mail or Deliver To:** Katrina McClenny, Clerk  
Twelfth Court of Appeals  
1517 W. Front Street, Suite 354  
Tyler, Texas 75702

**Interviews:** By Invitation Only

*The Twelfth Court of Appeals participates in E-Verify. The Twelfth Court of Appeals does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Katrina McClenny, Clerk.*