



FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Clerk of Court
Starting Salary: \$115,000 - \$140,000

Closing Date: Until Filled
Location: San Antonio, Texas

GENERAL JOB DESCRIPTION:

The Fourth Court of Appeals seeks applications for the Clerk of the Court. The Fourth Court of Appeals is an intermediate appellate court with general civil and criminal jurisdiction from cases arising in 32 counties in Central and South Texas. *See* TEX. CONST. art. V, § 6. The Clerk of Court coordinates all administrative aspects of the court's operations. The Clerk works closely with the Chief Justice but under the general direction of all seven 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:

The Clerk of Court:

- 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;
- is responsible for all aspects of human resource management, including training, supervising, and evaluating the work of others;
- 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;
- is 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;
- is responsible for collecting fees and costs;
- assists in transferring cases between courts;
- maintains all organizational and governmental records required by the State;
- is responsible for facilities management; and
- performs related work as assigned.

MINIMUM QUALIFICATIONS:

The successful applicant must:

- have extensive management and strategic financial planning experience;
- have graduated from an accredited four-year college or university with an emphasis in business administration, finance, accounting, management, or a related field;
- have knowledge of accounting, administrative, and management principles and practices;
- 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.

The successful applicant should:

- have knowledge of the Texas court system and rules of civil, criminal, and appellate procedure;
- have knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request;
- have knowledge of the:
 - Centralized Accounting Payroll/Personnel System (CAPPS);
 - Automated Budget and Evaluation System of Texas (ABEST);
 - Uniform Statewide Accounting System (USAS); and
 - Texas Comptroller of Public Accounts Fiscal Management Division Website (FMX).

APPLICATION PROCEDURES:

Applicant must submit to Ms. Elizabeth Montoya, via email to Elizabeth.Montoya@txcourts.gov:

- (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.

Questions concerning the application process may be directed to Ms. Elizabeth Montoya at:

Fourth Court of Appeals
300 Dolorosa, Suite 3200
San Antonio, TX 78205-3037
(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 for reasonable accommodations during the application process to Elizabeth Montoya at (210) 335-3857.