



NINTH COURT OF APPEALS

**1085 Pearl, Suite 330
Beaumont, Texas 77701
409-835-8402**

JOB VACANCY NOTICE

State Job Title: Deputy Clerk

Annual Salary: \$45,000 to \$75,000 depending on qualifications and experience

Projected Start Date: April 1, 2025

Location: Beaumont, Texas

Closing Date: until filled

GENERAL JOB DESCRIPTION:

Deputy Clerks perform administrative and clerical work for appellate court operations. Work involves, receiving files and processing cases on appeal from lower courts and original proceedings, maintaining dockets or calendar systems for tracking and managing cases, records management (digital and physical), providing information to attorneys, litigants, and the public, preparing administrative reports, reviewing/processing legal documents, answering telephones, data entry, generating court notices, collecting/recording court fees, and may assist in maintaining official court minutes. Regularly uses computer desktop applications/programs, including the Court's own unique case management system. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

MINIMUM QUALIFICATIONS:

- Experience in administrative or legal support work.
- High proficiency in the use of computers and desktop applications.
- Ability to maintain confidential and sensitive information and to communicate effectively.
- Graduation from an accredited two- to four-year college or university with major coursework in law or a related field is preferred.
- Experience and education may be substituted for one another.

PHYSICAL REQUIREMENTS:

- Ability to occasionally move up to 25 lbs. of paperwork/files/supplies;
- Repetitive use of keyboard at workstation for long periods of time.

PREFERRED QUALIFICATIONS:

- Knowledge of appellate practices and procedures, relevant laws, court statutes, policies, and legal terminology is strongly desired.
- Experience in the preparation and use of appellate documents, administrative and court procedures.
- Experience in administrative or legal support work.

- Experience with similar court service functions in State or County government.
- Highly proficient in use of computers and desktop software applications.
- Experience working as a team member and working with moderate supervision.

APPLICATION PROCEDURES:

Submit a **single** complete electronic application consisting of the following in pdf format:

1. cover letter;
2. electronically-signed **The State of Texas Application for Employment** (<https://txcourts.gov/media/1454492/state-of-texas-application-for-employment.pdf#onlineApplicationInWorkintexascom>)
3. resume or curriculum vitae;
4. two references familiar with the applicant's work product and work habits.

Email completed applications to 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 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.

Note: Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of: Air Force: 5J0X1; Army: 27D, 270A; Coast Guard: 04; Navy: LN, YN, YNS; Marine Corps: 4421, 4422, 4430. 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://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf