



FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

Job Title: Administrative Assistant

Closing Date: Until Filled

Starting Salary: \$18-24 per hour

Location: San Antonio, Texas

This is a temporary, part-time, contract assignment.

GENERAL JOB DESCRIPTION:

The Fourth Court of Appeals is seeking a temporary, part-time, contract administrative assistant to assist with administrative support work under the general supervision of the Clerk of the Court. This position is a temporary position that ends three months after the start date. The position will also perform a variety of other duties specific to that position and may provide administrative support to the Chief Justice, Justices, Clerk of the Court, Chief Deputy Clerk and/or Accountant which may include the planning and execution of budget, fiscal, staffing matters, and other related administrative duties.

ESSENTIAL JOB FUNCTIONS:

The candidate hired will: maintain scheduling and event calendars; prepare, edit and distribute correspondence and documents; answer and route phone calls, mail, files, and orders; maintain, track and coordinate office supplies, inventory, and resources; enter and maintain records into logs, spreadsheets, or databases; compile data for reports; and perform related work as assigned.

MINIMUM QUALIFICATIONS:

Candidates must possess: a high school diploma or equivalent; experience in clerical or administrative support work; the ability to identify, analyze, and present issues clearly and effectively, both orally and in writing; proficiency in outlook and word processing; knowledge of office practices and administrative procedures; the ability to work well with others; and the ability to prepare, plan, and organize a diverse workload. Previous experience as an administrative assistant or law office secretary.

PREFERRED QUALIFICATIONS:

Bachelor's or associate's degree is preferred.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J0X1; Army: 27D; Marine Corps: 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 to receive preference. Additional Military Crosswalk information can be accessed at: <https://www.onetonline.org/crosswalk/MOC/>.

APPLICATION PROCEDURES:

Applicants must submit: (1) a State Job Application form (see <http://www.twc.state.tx.us>) and (2) a list of three references via email to Ms. Elizabeth Montoya at Elizabeth.Montoya@txcourts.gov. Applicants may also submit a cover letter and résumé.

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, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court