

JOB VACANCY NOTICE
FOURTEENTH COURT OF APPEALS
CLERK OF THE COURT (3635 - B17)



SALARY: Negotiable

Open: November 26, 2007 Closes: When filled.

Position begins: January 7, 2008

The Fourteenth Court of Appeals of the State of Texas, an intermediate appellate court with general civil and criminal jurisdiction, is seeking applications for Clerk of the Court. The Clerk coordinates all administrative aspects of appellate court operations. The Clerk works closely with the Chief Justice and under the general direction of all appellate justices, and must have strong management and leadership skills.

RESPONSIBILITIES OF THE CLERK

Oversees and manages court administrative operations

Analyzes and manages the processing of cases from filing to disposition

Responsible for human resource management, including training, supervising, and evaluating work of others

Assists in the planning and execution of budget, fiscal, and staffing matters

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

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

GENERAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Management experience required. Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, management, or a related field is preferred; however, significant experience in these areas will be considered in lieu of a degree.

KNOWLEDGE, SKILLS, AND ABILITIES

The Clerk must have knowledge of accounting, administrative, and management principles and practices. Knowledge of the Texas Court System and the Rules of Civil, Criminal, and Appellate Procedure is preferred. The Clerk must have the ability to perform accounting operations; prepare reports; analyze and 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.

TO APPLY: Applicants should submit (1) a cover letter, (2) resume, (3) completed **State of Texas Application for Employment** form, and (4) two references or letters of recommendation to Chief Justice Adele Hedges, Fourteenth District Court of Appeals; **1307 San Jacinto, 11th Floor, Houston, Texas 77002.**

The Fourteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The court is an equal opportunity employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment or in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the court's administrator.