



## **FIFTEENTH COURT OF APPEALS JOB VACANCY NOTICE**

State Job Title: Clerk of Court

Posting #: 15-26-01-Clerk

Location: Austin, Texas

Posting Date: December 29, 2025

Job Code/Salary Group: 1020/B22

Closing Date: January 20, 2026

Monthly Salary Range: \$10,000.00 - \$12,000.00

### **GENERAL JOB DESCRIPTION:**

Performs highly advanced and/or supervisory (senior-level) appellate work. Work involves overseeing the 15<sup>th</sup> Court of Appeals administrative operations and may serve as the primary liaison between the 15<sup>th</sup> Court of Appeals and the Texas Office of Court Administration. May supervise the work of others. Works under minimal supervision, with the extensive latitude for the use of initiative and independent judgment. Position is in Austin, Texas, with very limited remote work options.

### **Essential Job Functions:**

- Oversees and manages the 15<sup>th</sup> Court of Appeals 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 15<sup>th</sup> Court of Appeals' accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's of Public Accounts Procurement and Purchasing Guidelines.
- Responsible for human resource management, including training, supervising, and evaluating the work of others.
- Responsible for information technology management and development.
- Reports to State agencies as required by law and serves as the court's liaison with the Office of Court Administration and with executive and legislative branch agencies.
- May represent the 15<sup>th</sup> Court of Appeals at business meetings, legislative sessions, conferences, and seminars or on boards, panels, and committees.
- Communicates with and responds to inquiries from State entities, governmental officials, judges, attorneys, litigants, and the public.
- 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.
- 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.

### **MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field. Experience and education may be substituted for one another.
- Three (3) additional years of experience in court administration or court management.
- Four (4) years of experience delivering accounting, administrative, and management principles and practices.
- Experience with the Texas judicial system and operations; and proficient with Excel, Word and Outlook.



## **FIFTEENTH COURT OF APPEALS**

### **JOB VACANCY NOTICE**

Posting #: 15-26-01-Clerk

#### **PREFERRED QUALIFICATIONS:**

- Graduation from an accredited law school and licensed to practice law in the State of Texas.
- Eight (8) years of experience in private practice, government service, or at an appellate court.
- Experience evaluating and administering programs; developing, modifying and improving court operations; and experience leading a court's administrative operations.
- Experience with similar staff services functions in Texas State government.
- Highly proficient in use of computers and desktop software applications, including Microsoft Office products.
- Experience working as a team member and working with moderate supervision.

#### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):**

- Knowledge of the Texas court system and rules of civil, criminal, and appellate procedure.
- Knowledge of the Texas Legislature's budget process, including strategic planning for and preparation of a Legislative Appropriations Request.
- Knowledge of the Centralized Accounting Payroll/Personnel System (CAPPS), Automated Budget and evaluation System of Texas (ABEST), Uniform Statewide Accounting System (USAS), Uniform Statewide Payroll/Personnel System (USPS), and Texas Comptroller of Public Accounts Fiscal Management Division Website (FMX) and the statewide appellate case management system and circulation software (TAMES).
- Ability to perform accounting operations; prepare reports; process legal documents.
- Ability to communicate effectively.

#### **PHYSICAL REQUIREMENTS**

- Ability to move up to 35 lbs. of paperwork/files/supplies
- Repetitive use of a keyboard at a workstation for long periods of time

#### **MILITARY CROSSWALK:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 270A, Legal Administrator (Warrant); Navy – LN, Legalman; Coast Guard – No military equivalent; Marine Corps – 4430, Legal Administrative Officer (Warrant); Air Force – 5J0X1, Paralegal; Space Force – no military equivalent; or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

#### **E-VERIFY:**

The Fifteenth Court of Appeals participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.



**FIFTEENTH COURT OF APPEALS  
JOB VACANCY NOTICE**

**TO APPLY:**

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

1. Resume or curriculum vitae;
2. Electronically-signed **State of Texas Job Application** for employment  
([www.twc.state.tx.us/jobs/gvjb/stateapp.doc](http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc))
3. Three references familiar with the applicant's work product and work habits; and
4. Cover letter.

Email completed applications to [15thHR@txcourts.gov](mailto:15thHR@txcourts.gov). You may also email any questions to [15thHR@txcourts.gov](mailto:15thHR@txcourts.gov).

**Personal interviews will be conducted by invitation only.**

The Fifteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in 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 to Human Resources. For hearing impaired, please contact 1-800-RELAY TX.