



FIRST COURT OF APPEALS JOB VACANCY NOTICE

State Job Title: Clerk of Court

Posting #: 02-23-26-Clerk of Court

Closing Date: Until Filled

Location: Houston, Texas

Salary Range: \$12,750.00—\$14,356.00 per month
(Depending on experience and qualifications)

Start Date: On or by June 1, 2026

GENERAL JOB DESCRIPTION:

The First Court of Appeals is an intermediate appellate court in Texas with general civil and criminal jurisdiction covering 10 counties. The First Court of Appeals is now seeking applications for the position of its Clerk of the Court.

The Clerk of the Court for the First Court of Appeals is a hands-on, in-office position, not appropriate for teleworking, that coordinates all administrative aspects of appellate court operations. The Clerk works under the Chief Justice, and the general direction of the other justices on the Court, as well as with the Court's Chief Staff Attorney to facilitate the smooth operation of the Clerk's Office and the Court as a whole. The Clerk must have strong management, leadership, and communication skills and must possess the highest ethical and professional standards to effectively manage the Clerk's Office staff and operations.

ESSENTIAL JOB FUNCTIONS:

See TEX. CONST. art. 5, § 6; TEX. GOV'T CODE §§ 51.204, 51.206.

- Oversees and manages the Clerk's Office and the Court's administrative operations. This includes extensive strategic financial planning with the Chief Justice and the Court's Accountant in developing, implementing, and executing the Court's biennial budget and all related fiscal matters.
- Oversees the Court's Accountant and ensures that the Court's accounting and purchasing programs are administered in accordance with state law and the Texas Comptroller's Office of Public Accounts Procurement and Purchasing Guidelines.
- Responsible for human resource management, including training, supervising, and evaluating the work of others.
- Oversees the Court's Network Specialist and manages the Court's information technology and development.

ESSENTIAL JOB FUNCTIONS (CONTINUED):

- 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 Court 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 work as assigned by the Chief Justice.

MINIMUM QUALIFICATIONS:

Applicants must have the following minimum qualifications:

- Graduation from an accredited four-year college or university with an emphasis in business administration, finance, accounting, management, or a related field.
- Extensive management and strategic financial planning experience.
- Knowledge of accounting, administrative, and management principles and practices with at least 4 years of experience.
- Knowledge of the Texas court system and rules of civil, criminal, and appellate procedure.
- Ability to maintain confidential and sensitive information and to communicate effectively.
- Proficient in the use of personal computers and extensive knowledge of all Microsoft Office products.
- Must have the ability to prioritize work assignments, follow instructions from the Chief Justice, and meet deadlines with accuracy and minimal supervision.
- Must be able to communicate effectively and establish and maintain effective relationships with all of the Justices on the Court, Court employees, and the public.
- Must be able to travel for training and to attend meetings whenever necessary.

PREFERRED QUALIFICATIONS:

- Graduate of an accredited law school and licensed to practice law in the State of Texas.
- Eight to ten years' experience at a Texas appellate court, other government service, or in private practice.
- 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, and communicate effectively.
- Evaluate and administer programs; develop, modify and improve court operations as needed; and be a visionary leader for the Court's administrative operations.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27D, 270A, LN, YN, YNS, 4421, 4430, 5J0X1.

Military crosswalk link:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

E-VERIFY:

This employer 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.

APPLICATION PROCEDURES:

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 that is available on the First Court's website career page at: (<http://www.txcourts.gov/1stcoa/careers/>) and also at (www.twc.state.tx.us/jobs/gvjb/stateapp.pdf);
3. three references familiar with the applicant's work product and work habits; and
4. cover letter.

Email completed applications to 1stHR@txcourts.gov. You may also email any questions to 1stHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The First 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. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk Pro Tempore of the Court.