



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Deputy Clerk IV for the 15th COA

Job Code/Salary Group: 3626 / A19

Posting #: 15-26-02-DC

Closing Date: April 3, 2026

Location: Austin, Texas

Salary Range: \$72,504.00 - \$76,208.00

GENERAL JOB DESCRIPTION:

Performs highly advanced (senior-level) appellate court or administrative docketing work for the 15th Court of Appeals. Works under moderate supervision, with considerable latitude for the use of initiative and independent judgment. Hybrid remote working schedule availability after 6 months.

ESSENTIAL JOB FUNCTIONS:

- Answers the telephone and assists callers frequently by quickly locating information in the court's database or in hard copy.
- Provides information to attorneys, litigants, and public regarding court policies and procedures, answers correspondence received, and responds to request for documents.
- Prepares various reports and reviews documents for accuracy.
- Reviews orders, judgments, and mandates for accuracy.
- Answer legal correspondence from judges, attorneys, referring agencies, and other parties.
- Maintains dockets or calendar systems for tracking and managing cases.
- Distributes court communications and correspondence by mail and electronically, including court opinions and orders.
- Receives, files, and processes documents through the eFileTexas.gov portal.
- Data entry into the electronic Texas Appeals Management and e-Filing System – TAMES.
- Generates court notices and correspondence to appropriate parties.
- Maintains official court minutes, orders, and opinions.
- Assists in transferring cases between courts.
- Forwards published opinions to national publishers for publication.
- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court for review on petition for review.
- Maintains a case management system in the appellate process.
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support.
- Performs related work as assigned by the Clerk of Court.



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

Job Posting # 15-26-02-DC

MINIMUM QUALIFICATIONS:

- Graduation from an accredited two or four-year college or university. Experience and education may be substituted for one another.
- Experience in administrative or legal work.
- Experience working as a team member and working with moderate supervision.
- Experience maintaining confidential and sensitive information.
- Experience using personal computers, Office365 (Word, Excel, and Outlook), and Adobe Acrobat.

PREFERRED QUALIFICATIONS:

- Experience in the preparation and use of appellate documents.
- Experience with administrative and court procedures at the appellate level.
- Graduation from an accredited four-year college or university (major course work in law, business administration, finance, accounting, management, or a related field is preferred).
- Experience with similar court service functions in City, County, or State government.
- Highly proficient in use of computers and desktop software applications.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of relevant laws, appellate practices and procedures is strongly desired.
- Knowledge of court statutes, policies, and legal terminology/research methods.
- Ability to prioritize work assignments, follow instructions, and meet deadlines.
- Ability to communicate effectively with all court staff and the public in a friendly and professional manner at all times.

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 – 27 D, Paralegal Specialist; Navy – LN, Legalman; Coast Guard – No military equivalent; Marine Corps – 4421, Legal Services Specialist; Airforce – 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



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

Job Posting # 15-26-02-DC

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.

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);
3. Three references familiar with the applicant's work product and work habits; and
4. Cover letter.

Email completed applications and any questions to 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.