Clerk of the Court

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CLERK OF THE COURT	3635	B29	$101,860 - $172,272

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) appellate work. Work involves overseeing court administrative operations. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and coordinates court administrative operations, such as human resources, information technology, purchasing, accounting, and budgeting, in consultation with justices.

Oversees the collection of court fees and costs.

Oversees the scheduling, preparation, and coordination of the court's calendar and docketing.

Oversees the maintenance of the official court minutes, orders, and opinions.

Oversees the drafting of and/or drafts judgments and mandates.

Oversees and/or provides instruction on the use of an electronic filing system and on the use of computer software to create electronic briefs.

Ensures that rules governing court filings and filing requirements are followed.

Prepares and forwards records for review by higher courts.

Answers correspondence from judges, attorneys, and other parties.

Files and preserves records, transcripts, proceedings, and decisions of the court.

Certifies the judgments of the court to the proper trial courts.

Serves as the court's liaison with the Office of Court Administration and with executive and legislative branch agencies.

Assists in transferring cases between courts.

May represent the court at business meetings, legislative sessions, conferences, and seminars or on boards, panels, and committees.

May serve as the court's liaison with informational media and their representatives.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and practices, principles and practices of general administration and management, and the Texas court system and rules of civil and appellate procedure.

- Skill in the use of a computer and office equipment, in analyzing and solving problems, and in making decisions affecting overall operations.

- Ability to perform accounting operations; to prepare reports; to analyze, process, and dispose of legal documents; to evaluate and administer programs; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be bondable.