



Chief Deputy Clerk

Salary Group: B21

Class Code: 3630

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CHIEF DEPUTY CLERK	3630	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) appellate work. Work involves planning and coordinating program activities and overseeing the drafting of judgments and mandates. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and coordinates court program activities, such as a law license program and maintaining a judge's docket.

Oversees the drafting of judgments and mandates.

Coordinates data compilations for annual financial reports.

Prepares and forwards records to higher courts for review.

Answers legal correspondence.

Verifies deposits, money transfers, payrolls, and budgetary funds.

Maintains official court minutes.

Files transcripts, motions, briefs, and rehearings.

Provides instruction on the use of an electronic filing system and on the use of computer software to create electronic briefs.

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

Assists in transferring cases between courts.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administrative support or legal work. Graduation from an accredited four-year college or university with major coursework in business administration, finance, accounting, management, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Skill in the use of a computer and office equipment.

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.