



# Chief Deputy Clerk

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHIEF DEPUTY CLERK	3630	B23	\$58,184 - \$94,913

## GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) appellate work. Work involves planning and coordinating court 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 activities such as law license programs 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.

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, principles and practices of general administration and management, and the Texas court system and the rules of civil and appellate procedure.
- Skill in the use of a computer, office equipment, and an electronic filing and case management system.
- 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.