

JOB VACANCY NOTICE

State Job Title: Administrative Assistant II **Location:** Houston, Texas
Salary Range: \$2375–\$2666/monthly **Closing Date:** When Filled
(depends on qualifications & prior experience)

Job Description: Provides administrative support and data entry for processing and issuance of orders and opinions. Maintains electronic and paper filing systems. Serves as back-up to other administrative personnel. Organizes and maintains legal and administrative documents.

Essential Job Functions: Accurate data entry related to processing and issuance of orders and opinions. Assists with law library and recruitment. Prepares administrative reports, such as leave and travel. Prepares and maintains records, files, & reports. Completes State and Harris County reports.

Minimum Qualifications: High school graduate. Two–five years experience in administrative, legal & staff support work. Strong organizational skills and accurate entry of data. Proficiency in use of desktop applications including Word Perfect, Word, Outlook & Excel and use of office equipment. Ability to prepare & maintain records, files, and reports. Knowledge of office practices and administrative procedures. Ability to communicate effectively orally and written. Performs other work as required.

Preferred Qualifications: Graduation from an accredited four-year college or university with course work in business administration. Court, law firm, or State government experience. Experience working as a team member and working with moderate supervision.

Employment Requirements: Requires some lifting up to 20 pounds. Ability to enter data accurately into case management database and business systems.

Misc. State benefits after 90 days; parking provided; near Metro bus/train lines.

Application Procedure: By mail or fax only, submit (1) a State Job Application form found at www.twc.state.tx.us/jobs/gvjb/stateapp.doc or www.twc.state.tx.us/jobs/gvjb/stateapp.pdf (instructions available on the websites); and (2) a list of references to Hon. M. Karinne McCullough, Clerk of the Court, 1307 San Jacinto St., 10th Floor, Houston, Texas, 77002, fax: 713-752-2304. Resumes may accompany the State of Texas Application form.

Interviews: By invitation only.

Position Available: Immediately

The First Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment, or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.