



FIFTH DISTRICT COURT OF APPEALS

DEPUTY CLERK III

Closing Date: September 16, 2017

Do you want to work 8 to 5, Monday thru Friday, get weekends off, plus healthcare benefits and retirement? Then apply for this position as Deputy Clerk. Learn how to process and maintain both electronic and paper files. Must have excellent office skills, be detail oriented, skilled using computers with an emphasis on working with PDFs and using MS Word. Must type 50 WPM. High school graduate or equivalent is preferred. Salary starts at \$37,000 / year. State of Texas job application is required. Obtain at any TWC office or online. Send application to Gayle Humpa, 600 Commerce St., Ste. 200, Dallas, TX 75202. Or e-mail application to theclerk@5th.txcourts.gov. Military Occupational Specialty Codes 71B, 001665. **Please call for reasonable work place accommodations. EEO/AA**