



ADMINISTRATIVE OFFICE OF COURTS

300 Dexter Avenue
Montgomery, Alabama 36104-3741
(334) 954-5000

Lyn Stuart
Chief Justice

Randy Helms
Administrative Director of Courts

FEBRUARY 1, 2018

JOB ANNOUNCEMENT

CIVIL APPEALS DOCKET CLERK II (07542)

\$27,120.00- \$41,258.40

LOCATION: COURT OF CIVIL APPEALS, MONTGOMERY, AL

GENERAL

The Administrative Office of Courts (AOC) is accepting applications from qualified individuals to fill a vacancy in the class of Civil Appeals Docket Clerk II for the Court of Civil Appeals. Applications will be accepted until close of business on **February 16, 2018**.

NOTE: This is a contract/confidential (at will) position and the employee will be exempt from merit system rules and regulations relating to appointment, tenure, and appeal. Confidential employees are, however, entitled to retirement and all other fringe benefits available to merit system employees.

DEFINITION

This is mid-level clerical work performed in the office of the Clerk of the Court of Civil Appeals. Employees in this class perform high volume, repetitive work docketing and processing cases appealed from the trial courts to the Court of Civil Appeals, as well as preparing, issuing, and distributing orders and decisions handed down by the Court. Positions in the Civil Appeals Docket Clerk II class are distinguished from this level by greater responsibility required and by the exercise of independent judgement in making decisions. Unusual problems and/or matters affecting policy are referred to a higher-ranking employee.

Work is performed under the direction of the Clerk of the Court or an administrative superior and is subject to review in process or upon completion; assistance is available with respect to special legal or procedural problems.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Checks incoming and outgoing materials for compliance with policies and procedures of the Office of the Clerk and Alabama Rules of Appellate Procedure.

Dockets cases and makes entries on dockets of the Court, prepares notices to attorneys, files records, briefs, petitions, and motions.

Prepares, issues, and distributes orders and decisions of the Court, to attorneys, trial courts, clerks of courts, Judges, parties involved, and the press on a weekly basis.

Advises attorneys on the status of appeals; advises regarding proper preparation and filing of appeals, briefs, motions, and other papers; and types necessary correspondence to attorneys, courts, and general public.

Assists in preparation of annual and monthly statistical reports.

Performs other related work as required.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of the law and of legal precedents and practices.
Knowledge of modern office practices, procedures, and equipment.
Knowledge of English, spelling, punctuation, and legal terms and able to speak accordingly.
Skill in typing from rough draft or plain copy with speed and accuracy.
Ability to work independently on complex and confidential legal tasks.
Ability to deal with the public and court officials in an effective and courteous manner and to establish and maintain effective working relationships with associates, government officials, and the general public.
Skill in the use of the personal computer, scanner, fax machine, and office copier.
Proficient in Adobe, Microsoft Word, Intranet systems, Microsoft Outlook, and etc.

MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to:
Graduation from a standard senior high school, or possession of a GED equivalency, including a course in typing.

HOW TO APPLY

Qualified individuals should complete the Alabama Unified Judicial System's Employment Application (Form PERS 22), which may be obtained at the AOC Human Resources office, the AOC web site (<http://humanresources.alacourt.gov>), or the local offices of the Alabama State Employment Service. Forward all materials to:

Alabama Court of Civil Appeals
Attention: Rebecca Oates **(07542)**
300 Dexter Avenue
Montgomery, Alabama 36104-3741

Applications must be received at the above address on or before **February 16, 2018**. Applications received after that date will not be accepted. Selected applicants may be scheduled for interviews at a later date.