



## SUPREME COURT OF ALABAMA

MEGAN B. RHODEBECK  
CLERK OF COURT

LAUREN M. POTTS  
ASSISTANT CLERK OF COURT

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ANN MARIE FRANKLIN  
CHIEF FINANCIAL OFFICER

### **JOB ANNOUNCEMENT**

#### Supreme Court Docket Clerk II/III

Announcement Date: December 11, 2025.

The Supreme Court of Alabama is currently accepting applications from qualified individuals to serve as a Docket Specialist II/III in the office of the Clerk of the Court. Applications for this position will be accepted until the position is filled.

NOTE: This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal. However, confidential employees are entitled to retirement and other fringe benefits available to merit system employees.

#### **WORK SETTING**

This is an administrative position performed in the office of the Clerk of the Supreme Court of Alabama, assisting the Clerk in maintaining the docket of the Court. Work is high volume and repetitive. The job consists of docketing and processing criminal and civil cases appealed from trial courts throughout the State of Alabama. Employees also issue notices, orders, decisions, and opinions released by the Court. Work is performed under the direct supervision of the Clerk of the Court or an administrative superior to the employee.

#### **TYPICAL DUTIES:**

Duties may include, but are not limited to, any of the following:

- Docketing appeals, petitions for writ of certiorari, and petitions for extraordinary writs;
- Issuing notices and orders of the Court;
- Reviewing records on appeal to ensure that essential trial court pleadings, orders, and all necessary transcripts are included;
- Filing records on appeal;
- Reviewing briefs and other filings for compliance with applicable rules;
- Filing briefs and other pleadings;
- Making entries on the docket of the Court;

- Preparing the weekly release of decisions of the Court;
- Filing and archiving various case materials;
- Answering telephone calls from attorneys, litigants, and the public;
- Preparing written correspondence concerning court matters; and
- Other duties assigned by the Clerk of the Court.

#### REQUIRED KNOWLEDGE AND/OR SKILLS

- A working knowledge of Microsoft Word, Microsoft Outlook, and Adobe Acrobat Pro. A working knowledge of Microsoft Excel is preferred;
- Proficiency at word processing, data entry, and scanning;
- Skill in typing from rough draft or plain copy with speed and accuracy;
- Skill and knowledge in using a personal computer required;
- Knowledge of the English language including business writing, sentence structure, grammar, punctuation, and spelling;
- Ability to communicate effectively, both orally and in writing, to a variety of individuals, including public officials, attorneys, and the general public;
- Ability to establish and maintain effective working relationships;
- Ability and willingness to perform tasks to assist the Clerk in maintaining a current Court docket and ensuring the efficient operation of the Court;
- A strong work ethic, pleasant and professional demeanor, and a positive attitude.

#### MINIMUM QUALIFICATIONS

A high school diploma is required. An associate degree or bachelor's degree from a regionally accredited two or four-year college or university is preferred. Prior experience in a court or legal office setting is also strongly preferred.

#### SALARY

Salary range is \$31,444.80 - \$62,604.00 and will be commensurable with qualifications and experience. Benefits include annual leave, sick leave, health insurance, retirement, and paid state holidays.

#### HOW TO APPLY

Qualified individuals should submit a letter of interest and resume with references to the Clerk of the Supreme Court of Alabama, Megan B. Rhodebeck, 300 Dexter Avenue, Montgomery, AL 36104, or via e-mail to [SupremeCourtHR@alappeals.gov](mailto:SupremeCourtHR@alappeals.gov). Selected applicants will be scheduled for interviews.

**EQUAL OPPORTUNITY EMPLOYER**