

## JOB POSTING FOR THE THIRTEENTH COURT OF APPEALS

POSITION: Briefing Attorney or Junior Staff Attorney  
DEADLINE: Until filled  
START DATE: September 2017  
SALARY RANGE: \$51,096 - \$78,228 per year depending on qualifications

The Thirteenth District Court of Appeals is seeking applicants for the position of Briefing Attorney or Junior Staff Attorney for Justice Doris Contreras in the Corpus Christi office of the Court. Commitment terms are negotiable.

**Essential Job Functions:** Briefing Attorneys and Junior Staff Attorneys assist their Justice with legal research, analysis, and writing. Duties include researching and writing memoranda on appeals and/or original proceedings and participating in case conferences. Duties also may include related work such as making recommendations on motions and performing routine administrative duties, as required. Briefing Attorneys and Junior Staff Attorneys work under the supervision of their Justice and Senior Attorney.

**Minimum Qualifications:** Briefing Attorneys and Junior Staff Attorneys must possess knowledge of legal principles, practices, and proceedings, and skill in legal research, writing, and analysis. They must be proficient in computer and word-processing skills and must be able to communicate clearly and effectively. Briefing Attorneys must have graduated from an accredited law school with an LL.B. or J.D. degree, must be a candidate to sit for the Texas Bar examination, and must sit for the examination within six months of hire. Junior Staff Attorneys must have graduated from an accredited law school with a J.D. degree, must be licensed to practice law in the State of Texas, must be an active member of the State Bar of Texas in good standing, and must have two to four years of prior legal experience.

**Preferred Qualifications:** Strong preference is given to candidates with outstanding academic records, demonstrated writing ability, law review or journal experience, moot court or mock trial experience, and prior work for an appellate court or other appellate experience.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27, 27A, 27B, 250X, LGL10, 04, 44, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, 92JD, 51, 5JOX1, 5J

**E-Verify:** This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Application Procedures: Applicants should submit a **single** complete electronic application consisting of the following in pdf format:

- (1) a cover letter;
- (2) resume;
- (3) law school transcript (including proof of class rank);
- (4) writing sample;
- (5) completed State of Texas Application for Employment form; and
- (6) two references or letters of recommendation.

Email completed applications to the Clerk of the Court at [dorian.ramirez@txcourts.gov](mailto:dorian.ramirez@txcourts.gov). Incomplete applications may not be considered, or may be supplemented by the applicant in a timely manner, or at any time at the discretion of the Court. Interviews will be held by invitation only. If you have any questions, contact Dorian Ramirez at 361-888-0697.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Thirteenth Court of Appeals is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, color or disability in employment or in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.