



**FIRST COURT OF APPEALS  
JOB VACANCY NOTICE**

State Job Title: Attorney III-IV

**Posting #: 01-17-02-AT**

Starting Date: 09/01/2017

Number of Openings: Two (2)

Closing Date: 07/28/2017

Salary Range: \$6,834.00 per month  
(depends on qualifications and experience)

Location: Houston, Texas

**General Job Description:** Staff Attorney works under general supervision of four (4) justices and provides support to other justices. Performs highly advanced legal analysis and prepares legal memoranda related to original proceedings, appeals, and motions. Interprets laws, rules and regulations to support preparation of proposed orders and opinions. Responds to directions from all justices, but with opportunity for use of initiative and mature judgment.

**Essential Job Functions:** Conducts manual and computer-assisted legal research, analyzes statutes, judicial decisions, and other legal sources. Prepares memoranda in civil and criminal original proceedings and/ or appeals. Screens for jurisdictional deficiencies and procedural compliance, prepares proposed orders and opinions. Participates in pre- and post-submission conferences. Performs administrative and managerial duties in coordination with the clerk's office to manage case flow and dispositions. Performs related work as assigned.

**Minimum Qualifications:** Must possess a license to practice law in the State of Texas and have three (3) years as a practicing attorney. Must have knowledge of legal principles in civil areas, excellent legal research and writing skills. Knowledge of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form. Ability to identify, analyze and present issues, both orally and in writing. Proficient in computer research and word processing skills. Ability to prepare, plan and organize work and to communicate clearly and effectively.

**Preferred Qualifications:** Previous appellate court experience. Four to six years in private practice. Top 20% of graduating class; law review, law journal experience; moot court and/or mock trial experience.

**RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**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.



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**APPLICATION PROCEDURES:**

Submit a **single** complete electronic application consisting of the following *in pdf format*:

1. Resume;
2. Electronically-signed State of Texas Job Application for employment;  
(see [www.twc.state.tx.us/jobs/gvjb/stateapp.pdf](http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf)).
3. Writing sample;
4. Three (3) references; and
5. Cover Letter:

Email completed applications [1stHR@txcourts.gov](mailto:1stHR@txcourts.gov). Any questions regarding the positions should also be sent to [1stHR@txcourts.gov](mailto:1stHR@txcourts.gov).

**Personal interviews will be conducted by invitation only.**

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