



THIRD COURT OF APPEALS

JOB VACANCY NOTICE

Job Posting ID: 7223642

Closing Date: Until Filled

Requires Supervisory Exp.: No

Agency Job Title: Law Clerk I

Yearly Salary Range: \$50,000

Employer Posting No: 223-17-005

Status: Open

Openings Filled: 0 of 1

Location: Austin, Texas

Workweek: Full Time-40hrs

Shift: Days (First)

Job Description:

The Court of Appeals, Third District of Texas, is accepting applications for the position of law clerk. The position is available October 01, 2017. The term of the clerkship is negotiable, but will expire on or before August 31, 2018. Applicants must have graduated from an accredited law school and taken the Texas Bar Examination prior to the effective date of employment. Applicants must possess the ability to perform legal analysis, produce high quality written work and communicate effectively. The primary function of a law clerk is to assist the Court with legal research, writing, analysis of briefs and preparation for oral argument. Law Clerks are expected to attend all of the Court's deliberations and conferences.

Job Requirement:

- **Experience/Education:** Graduated from an accredited law school with an LL.B. or a J.D. degree.
- **Certification:** No
- **Computer Skills:** Use Email Software (Outlook, etc.), Personal Computers, Word Processing Software (MS Word, WordPerfect 9, etc.)

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, 4402 or 51JX Judge Advocate, 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

Benefits:

1. Flexible Work Schedule	6. Pre-Tax Programs for Child and Health Care
2. Medical/Health Insurance Plan	7. Retirement Plan
3. Other Insurance Plan	8. Sick Leave
4. Other Paid Leave	9. Vacation Leave
5. Professional Development/Tuition Reimbursement	

Additional Pay Details: State-paid health insurance effective after a 60-day waiting period if not currently employed by the State.

The employment application form can be downloaded from WorkInTexas.com at:

https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK

To apply, send state job application, resume, references, writing sample, and law school transcript (if graduated 2008 or after) to: Jeffrey D. Kyle, Clerk, Third Court of Appeals, Box 12547, Austin, Texas 78711, or by FAX: (512) 463-1685.

Personal interviews will be conducted by invitation only.

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