



**COURT OF APPEALS
EIGHTH JUDICIAL DISTRICT**

EL PASO COUNTY COURTHOUSE, SUITE 1203
500 E. SAN ANTONIO AVE.
EL PASO, TEXAS 79901-2408
(915) 546-2240 FAX (915) 546-2252

Chief Justice
Ann Crawford McClure

Justices
Yvonne T. Rodriguez
Gina Palafox

Clerk
Denise Pacheco

Chief Staff Attorney
Kay D. Waters

January 29, 2018

JOB VACANCY NOTICE

Salary: \$2,748. - \$3,527. per month (salary commensurate with licensure and experience)

Close date: when filled

Position available: February 15, 2018 (subject to change)

The Eighth Court of Appeals is now accepting applications for a Legal Assistant I. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy. The position is full time (40 per week). The attached Job Description sets out the job functions and qualifications.

To apply, applicants must hand-deliver or mail a State Application for Employment Form and resume to: Denise Pacheco, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, and El Paso, Texas, 79901. The application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. Interviews will be held by invitation only.

This employer participated 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.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27,27D, 27OA, LN, YN, YNS, 44, 4400, 4430, 5J, 5J0X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

The Court is an equal opportunity employer and does not discriminate on 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, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.