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CHIEF JUSTICE

TERRY JENNINGS
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RUSSELL LLOYD
JUSTICES



CHRISTOPHER A. PRINE
CLERK OF THE COURT

JANET McVEA WILLIAMS
CHIEF STAFF ATTORNEY

Court of Appeals
First District of Texas

301 Fannin Street
Houston, Texas 77002-2066

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<http://www.txcourts.gov/1stcoa>

July 9, 2015

JOB VACANCY NOTICE

State Job Title: Attorney III - V
Monthly Salary Range: \$6250-6666
(depends on qualifications and experience)

Closing Date: Open until filled
Location: Houston, Texas

General Job Description: Central Staff Attorney works under general supervision of two justices and provides support to other justices. This job involves extensive administrative duties, including assisting with the docketing of cases, screening for jurisdictional defects, preparing recommendations and obtaining rulings on motions, drafting orders, and opinions. Duties also include evaluating and researching original proceedings, original habeas corpus proceedings, *Anders*, and indigence matters with preparation of legal memoranda and drafts of opinions on these matters. 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. 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.

Misc: State benefits after minimum of 60 days; parking provided; near Metro bus/train lines.

Application Procedures: Submit the following by email to 1stHR@txcourts.gov: (1) Texas State Job Application found at www.twc.state.tx.us/jobs/gvjb/stateapp.doc or www.twc.state.tx.us/jobs/gvjb/stateapp.pdf (instructions available on the websites); <http://www.twc.state.tx.us> (2) a writing sample; (3) a resume; and (4) a list of references. If you have any questions, call 713-274-2700.

Interviews: By invitation only.

Position Available: August 1, 2015

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