FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Attorney V | **Closing Date: Open Until Filled**
Annual Salary: $82,000 - $92,377 | **Location: San Antonio, Texas**

GENERAL JOB DESCRIPTION:

The Court is in need of a Staff Attorney who will work under the supervision of Justice Jason Pulliam. The person hired is required to produce highly advanced attorney work with in-depth analysis and preparation of legal memoranda, interpret laws and regulations, and provide legal advice and counsel. Works under the direction of Justice Pulliam with opportunity to use initiative and mature judgment.

ESSENTIAL JOB FUNCTIONS:

Conducts manual and computer-assisted legal research; analyzes statutes, judicial decisions, and other legal sources. Prepares memoranda and proposed orders and opinions in civil and criminal appeals. Participates in pre- and post-submission conferences. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Must possess a license to practice law in the State of Texas; knowledge of legal principles in civil and criminal law; excellent legal research and writing skills; knowledge of Texas Rules of Appellate Procedure, *The Bluebook, A Uniform System of Citation*, and *The Greenbook, 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 to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

Previous appellate court experience as an appellate attorney, a briefing attorney, or a staff attorney; or in the alternative, three to five years trial experience (civil or criminal). Top 20% of graduating class; law review, law journal experience; moot court and/or mock trial experience.

APPLICATION PROCEDURES:

Applicant must submit (1) State Job Application form (see http://www.twc.state.tx.us), (2) a writing sample, and (3) a list of three references via hand delivery or USPS to:

Keith E. Hottle
Clerk of the Court
Fourth Court of Appeals
300 Dolorosa, Suite 3200
San Antonio, TX 78205-3037

In addition to the State Job Application, a cover letter and résumé may also be submitted.

The Fourth 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.