



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: September 17, 2015

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-16-11

State Classification Number and Salary Group:
3604/B13

State Job Title: Law Clerk

FLSA Status: Exempt Non-Exempt

Agency Job Title: Law Clerk

Location: Austin

Monthly Salary Range: \$13.00 - \$15.00/hour

Type of Job: Full Time Part Time

Remarks: Temporary, part-time position = 16-20 hours/week; work schedule can be flexible to accommodate class schedule but must generally be able to work a minimum of 16 hours per week.

Travel Required: Yes No

Job Description: Performs complex (journey level) legal research and analysis work. Work involves examining and preparing legal documents, conducting research, providing assistance to attorneys, evaluating agency rules and policies, and making recommendations to attorneys based on research and review of the law and legal documents. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Conducts legal research on topics that affect the judiciary and the Office of Court Administration (OCA).
- Assists attorneys with legal matters related to their assigned work.
- Prepares well-written legal memoranda on topics as requested.
- Orally briefs attorneys based on legal research findings.
- Assists with the creation and review of agency policies and assists with determining that they comply with federal and state law.
- Assists with the review of current and drafting of proposed administrative rules of the Texas Judicial Council and determining whether they comply with federal and state law.
- Assists with the drafting and review of agency contracts.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.
- Enrolled in an accredited law school and completed at least one year of coursework OR graduated from an accredited law school with a Juris Doctor (J.D.) degree.
- Proficient with Microsoft Office products.

Employment Conditions:

- Sit for long periods of time.
- Operate office equipment and computer systems.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, 655X, LGL10, 04, 4402, 51JX, 92J0, 27, 44, 51, RI.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration 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.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.