

JOB POSTING FOR THE THIRTEENTH COURT OF APPEALS

POSITION: Legal Assistant II; Classification 3574; Salary Group B17
DEADLINE: Until filled
START DATE: January 3, 2017
SALARY RANGE: \$37,000 - \$46,920 per year depending on qualifications

The Thirteenth District Court of Appeals is seeking applicants for the position of Legal Assistant for Justice-Elect Leticia Hinojosa in the Edinburg office of the Court.

Essential Job Functions: Legal Assistants schedule and prioritize justice/attorney case loads, organize case files, and assist with case management. They conduct research and draft, review, and edit legal documents. Applicants should be able to work under limited supervision with extensive latitude for the use of initiative and independent judgment. They may supervise the work of others. Legal Assistants also perform routine administrative duties, as required.

General Qualification Guidelines: Legal Assistants must have experience in the legal field. Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred; however, experience and education may be substituted for one another. Legal Assistants must possess knowledge of legal terminology, research methods and techniques, and administrative and court procedures. They must have the ability to conduct research; to draft, prepare, and interpret legal documents; to evaluate and relate findings to cases in question; to communicate effectively; to supervise the work of others; and to train others. They must possess skill in the use of office equipment, including computers, copiers, and scanners. Familiarity and experience with appellate procedure and working knowledge of Microsoft Word is preferred.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27, 27D, 270A, LN, 2960, 44, 4400, 4421, 4422, 4430, 5J, 5JOX1

Application Process: Applicants should submit a cover letter, resume, and a completed State of Texas Application for Employment form to the Clerk of the Court, Dorian Ramirez, Thirteenth District Court of Appeals, Nueces County Courthouse, 901 Leopard Street, Tenth Floor, Corpus Christi, Texas 78401. Applications may be submitted by mail or email to dorian.ramirez@txcourts.gov. Incomplete applications may not be considered or may be supplemented by the applicant in a timely manner or at any time at the discretion of the Court.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Thirteenth 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 in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable

accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.