



**FOURTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Attorney III- V

Posting #: 14-16-02-AT

Closing Date: April 8, 2016

Location: Houston, Texas

Annual Salary Range: \$ 6,675- 7,000 per month (depending on experience)

GENERAL JOB DESCRIPTION:

The 14th Court of Appeals, Houston, Texas, is accepting applications for the position of Central Staff Attorney. Along with the Chief Staff Attorney and other members of the central staff, the central staff attorney assists with the docketing of cases, screening for jurisdictional defects, preparing recommendations and obtaining rulings on motions, drafting orders, and opinions in pending appeals and original proceedings. This job involves extensive administrative duties.

ESSENTIAL JOB FUNCTIONS:

The position performs highly advanced legal work with in-depth analysis and preparation of legal memoranda; interprets laws and regulations; provides legal advice and counsel. Works with direction from the justices with opportunity to use initiative and mature judgment.

Conducts manual and computer assisted legal research; analyzes statutes, judicial decisions, and other legal sources. Prepares memoranda and proposed opinions in civil and criminal appeals. Performs research on special problems, and administrative matters. Applicants must have the ability to work independently. 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; Seven (7) years as a practicing attorney; knowledge of legal principles in civil and criminal law; excellent legal research and writing skills; knowledge of Texas Rules 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. Familiarity and working knowledge of Word 2010 and 2013.

Ability to prepare, plan, and organize work and to communicate clearly and effectively. The Court is looking for an individual that is able to:

- analyze and process legal documents;
- prepare reports on court operations;
- evaluate and administer programs and report;
- communicate effectively; establish and maintain effective relationships with judicial officials, employees and the public; and
- develop, modify and improve court operations as needed.

PREFERRED QUALIFICATIONS:

Previous appellate court experience. 10 or more years as a practicing attorney. Excellent writing skills; top 20% of graduating class.



RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

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

E-VERIFY:

This employer participates 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.

APPLICATION PROCEDURES:

Submit a **single** complete electronic application consisting of the following *in pdf format*.

1. Resume;
2. Electronically-signed State of Texas Job Application for employment; (see www.twc.state.tx.us/jobs/gvjb/stateapp.pdf).
3. Law school transcripts and class rank or explanation from law school of general percentile rankings;
4. Writing sample;
5. Three (3) references; and
6. Cover Letter:

Email completed applications to 14thHR@txcourts.gov. If you have any questions, call Ms. Rene Wilson at (713) 274-2834.

Personal interviews will be conducted by invitation only.

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