



## THIRD COURT OF APPEALS

### JOB VACANCY NOTICE

**Job Posting ID:** 6536922

**Closing Date:** Until filled

**Requires Supervisory Exp.:** No

**Agency Job Title:** Attorney III

**Yearly Salary Range:** \$73,800 - \$82,000

**Employer Posting No:** 223-17-002

**Status:** Open

**Openings Filled:** 0 of 1

**Location:** Austin, Texas

**Workweek:** Full Time-40hrs

#### **Job Description:**

The Court of Appeals, Third District of Texas, is accepting applications for the position of a staff attorney for Justice Cindy Olson Bourland. A court attorney's primary duty is to assist the Court in the preparation of draft opinions and judgments in selected cases. In addition, a court attorney may be called upon to review and screen original proceedings and motions, prepare pre-submission memoranda in selected cases, review appellate records submitted for filing, conduct legal research to assist the Court in the disposition of appellate issues, review current developments in the law, and assist the Clerk in his administrative duties.

#### **Job Requirement:**

- Applicants must be currently licensed to practice law in Texas; preferably have at least five years of practical experience; and have a strong background in trial and appellate procedure, legal research, and writing. Prior experience as an appellate staff attorney is strongly preferred. Experience in administrative law and administrative procedure is also strongly preferred. Applicants must be able to work at a fast pace and be extremely thorough in their writing and proofreading skills.
- Graduation from an accredited law school with a Bachelor of Laws or a Juris Doctor degree.

#### **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](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

**Benefits:**

1. Medical/Health Insurance Plan	5. Pre-Tax Programs for Child and Health Care
2. Other Insurance Plan	6. Retirement Plan
3. Other Paid Leave	7. Sick Leave
4. Professional Development/Tuition Reimbursement	8. Vacation Leave

**Additional Pay Details:** State-paid health insurance effective after a 60-day waiting period if not currently employed by the State. For a complete listing see [www.twc.state.tx.us](http://www.twc.state.tx.us)

The employment application form can be downloaded from WorkInTexas.com at:  
[https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV\\_JOB\\_BANK](https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK)

To apply, send state job application, resume, references, writing sample, and law school transcript (if graduated 2008 or after) to: Jeffrey D. Kyle, Clerk, Third Court of Appeals, Box 12547, Austin, Texas 78711, or by FAX: (512) 463-1685. Position will be open until filled.

Personal interviews will be conducted by invitation only.

The Third 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 the provision of services. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the court clerk.