

SEVENTH DISTRICT COURT OF APPEALS

Job Description for Attorney IV

General Work Description:

The attorney performs under the supervision of a Justice, who will assign the tasks to be performed. The assignments will include the analysis of complicated issues presented for resolution, the research of the law applicable to the issues, and the written result thereof in clear, concise language.

Qualifications:

The attorney must have graduated from an accredited law school and have been licensed to practice law for a minimum of five years. The attorney must have experience in substantive law, preferably both civil and criminal, and in appellate rules and procedures.

Knowledge, skills, and abilities:

The attorney must evince knowledge of the principles of civil and criminal law as well as the appellate rules and procedures, and possess the ability to analyze complicated issues presented for resolution, to research the law applicable to the issues, and to write a clear, concise resolution of each issue. The attorney must be proficient in manual and computer research and possess typing skills. The attorney must be able to communicate clearly and effectively, both orally and in writing. The attorney must have the ability to complete an assigned task, using independent judgment.

Duties and Assignments:

The attorney is to complete assignments made by the supervising Justice. The assignments usually involve complicated issues.

The attorney may attend submissions on oral argument and conferences as directed by the Justice to whom the attorney is assigned. If directed to attend oral argument, the attorney will have read the briefs before argument and take such notes as are indicated by the argument.

The attorney is to maintain ongoing reviews of current developments in the law.

The attorney may be requested to advise the Justices of the Court with regard to developing changes in local administrative and work flow procedures.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J0X1, 5J; Army: 27D, 270A, 27; Navy: LN, 2960; Marine Corps: 4430, 44, 4421. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at <https://www.onetonline.org/crosswalk/MOC/>

The Seventh 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.