

EIGHTH DISTRICT COURT OF APPEALS JOB DESCRIPTION

Salary Group B15

Class No. 3572

LEGAL ASSISTANT I

GENERAL DESCRIPTION

The Legal Assistant I is employed by the Court and performs complex and difficult legal tasks under the close supervision of an assigned appellate judge. Work involves researching, analyzing, and drafting routine and complex appellate documents and assisting the appellate judiciary with successful case management. This work is performed with considerable latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties and to select proper courses of action.

EXAMPLES OF PRIMARY WORK PERFORMED:

- Researches and analyzes sources such as statutes, administrative records, judicial decisions, evidence, articles, depositions, treaties, legal codes, land titles, and abstracts and regulations for inclusion in appellate opinions.
- Compiles citations and references.
- Checks citations, quotations, footnotes, and references for accuracy, grammar, punctuation, and sentence structure.
- Prepares appellate judgments and orders.
- Forwards published opinions to national legal publishers for inclusion in the national reporter system and releases published opinions to legal publishers for publication.
- Reviews for correctness pre-publication documents for national legal publishers.
- Assembles exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review, including preparation of certified documents and preparation of transcript of minute book proceedings in the appellate court.
- Prepares mandates for issuance to lower courts for enforcement of appellate decisions.
- Prioritizes case files and updates pending case list for assigned judge.
- Accepts appellate documents for filing.
- Maintains case management system for post-submission appellate documents (and pre-

submission if necessary).

- Assists assigned chambers troubleshooting software problems and organizing directory files.
- Maintains index of memoranda, draft, and/or proposed opinions for utilization by judiciary in conference or presentation of appellate argument.
- May update statutes and case law for assigned judge.
- Maintains annual compilation of appellate decisions.
- May review correspondence and screens call for assigned judge.
- Performs related work as assigned. Which may include assisting the Chief Legal Assistant.

GENERAL QUALIFICATION GUIDELINES

Experience, Training and Education

Experience in legal assistance/paralegal work or as an appellate secretary. Graduation from an accredited four-year college or university with major course work in law or related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Working knowledge of legal terminology, research methods and techniques; working knowledge of the preparation and use of appellate documents, or administrative and court procedures of relevant laws and of appellate practices and procedures. Skill in conducting research with great attention to detail. Ability to follow instructions and coordinate work; to quickly evaluate findings and relate them to the case in question. Must possess skill in the use of office equipment, including computers, copiers, and scanners. Familiarity with Microsoft Word, WestlawNext, and Adobe Acrobat is preferred. Ability to maintain confidentiality in all legal matters; and to communicate effectively.

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