

THE SUPREME COURT OF TEXAS

Executive Assistant I
Annual Salary \$55,350

Perform legal research and writing and advanced, complex administrative duties for a justice of the Supreme Court and legal staff. Prefer candidates with a four-year degree and a J.D. from an accredited law school. The successful candidate will demonstrate keen attention to detail, proficiency in legal research and writing, strong organizational and computer skills, dependability in handling highly confidential matters, and the ability to communicate with the public and other Court personnel in a pleasant and effective manner.

Submit State of Texas application and résumé by mail to:

Supreme Court of Texas
PO Box 12248, Austin, TX 78711
Attention: Georgie Gonzales

Or hand-deliver to:

Supreme Court of Texas
Supreme Court Building
201 W. 14th, Rm. 104
Austin, TX 78701
Attention: Georgie Gonzales

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.