



**COURT OF APPEALS
EIGHTH DISTRICT OF TEXAS**

Chief Justice
Ann Crawford McClure

Justices
Yvonne T. Rodriguez
Gina M. Palafox

EL PASO COUNTY COURTHOUSE, SUITE 1203
500 E. SAN ANTONIO AVE.
EL PASO, TEXAS 79901-2408
(915) 546-2240 FAX (915) 546-2252

Clerk
Elizabeth G. Flores

Chief Staff Attorney
Kay D. Waters

January 18, 2019

**JOB VACANCY NOTICE
STAFF ATTORNEY**

Salary: \$4166. - 7000. mo. (salary is commensurate with experience)

Close date: when filled

Position begins: February 1, 2019 (subject to change)

The Eighth Court of Appeals is now accepting applications for a full-time Staff Attorney. Although candidates with five or more years of legal experience and a strong background in appellate practice are preferred, all qualified candidates are welcome to apply.

The position involves extensive legal research and writing, and requires the ability to work independently. Duties may also include administrative matters. Applicants must be licensed to practice law in the State of Texas.

To apply, applicants must mail a State Application for Employment, resume, references, writing samples, and a law school transcript if licensed for less than one year to:

Elizabeth G. Flores, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, El Paso, Texas, 79901. The application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>

Interviews will be by invitation only.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A & B, 27, 250X, 655X, LGL10, 04, 4402, 4405-4410, 51JX, 92J0, 51, RI. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

The Court is an equal opportunity employer and does not discriminate on 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, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

COURT OF APPEALS EIGHTH DISTRICT OF TEXAS

(Staff Attorney)

General Description:

Assists the appellate court in resolving complex substantive and procedural issues, prepares pre-submission memoranda, proposed draft opinions, judgments, and orders, and ensures compliance with appellate rules and procedures in order to facilitate the flow of cases through the Court. This position requires exceptional management, legal research, writing, analytical, and oral communication skills. Duties also include providing assistance and advice to the Supervising Judge to whom assigned and the Court generally, as well as to other research attorneys, law clerks, and other staff members, as necessary. Within the assigned judicial chambers, assists in providing supervision and training of law clerks and legal assistants. Review proposed draft opinions, reports, papers or other court records prepared by the legal staff for clarity, completeness, accuracy, and conformance with policies of the Court. Within the assigned judicial chambers, assists in the planning and training of law clerks. Works under general supervision of the assigned justice with considerable latitude for the use of initiative and independent judgment.

Duties, Tasks and Assignments:

Conducts manual and computer-assisted electronic legal research in analyzing sources such as statutes, judicial decisions, legal articles, treaties, constitutions, legal codes, and rules of procedure.

Interprets substantive and procedural law and rules.

Prepares pre-submission memoranda, proposed draft opinions, judgments, and orders in civil and criminal appeals and/or original proceedings.

Reviews and screens original proceedings, makes recommendations on their disposition, and drafts proposed opinions, judgments or orders, as appropriate.

Reviews pre- and post-submission motions, makes recommendations on their disposition, and drafts proposed opinions or orders, as appropriate.

Conducts initial screening of appeals for jurisdictional deficiencies and procedural compliance.

Participates in pre- and post-submission case conferences, presents analysis of issues and leads discussion.

Attends and evaluates the presentation of oral argument.

Advises the assigned justice, the administrative staff and other legal staff members regarding appellate, procedural, and substantive legal issues upon request, or as necessary.

Within the assigned judicial chambers, reviews and edits work of law clerks and other staff when requested.

Reviews proposed draft opinions, reports, papers or other court records prepared by the legal staff for clarity, completeness, accuracy, and conformance with policies of the Court.

Reviews current developments in criminal and civil law.

Provides general counsel to assigned justice, as requested.

Routes proposed draft opinions, judgments and orders to superiors for appropriate action.

Administrative:

Develops and maintains effective management methods for disposition of cases on appeal.

Assists the administrative staff in responding to *pro se* litigants.

Reviews court workload, schedules, and personnel assignments, status of ongoing work, projects, and available personnel for work assignments in order to plan the activities of the Court.

Writes technical, informative, or operational reports and papers, or works on special projects on behalf of the chief justice.

Supervises and coordinates activities of legal staff.

Reviews, critiques and directs the work product of research and law clerks and other legal staff when requested.

Maintains current digest of significant decisions and often-used legal standards.

Plans, conducts and/or arranges training of legal staff.

Compiles and analyzes data for the chief justice on court activity to monitor management performance and prepare activity reports.

Conducts legal staff meeting for dissemination of pertinent information.

Prepares work performance evaluations for research attorneys, if any.

Performs administrative duties as assigned.

Qualifications:

Experience and Education and Licensure

Two or more years practical legal experience with a strong background in appellate procedure, legal research and writing, preferred. Graduation from an accredited law school with an LL.B. or J.D. degree. Must possess license to practice law in the State of Texas.

Knowledge, Skills, and Abilities

Knowledge of legal principles in criminal/civil areas and appellate procedure. Exceptional management, legal research, writing, analytical, and decision-making skills. Proficient computer and typing skills. Knowledge in the interpretation and application of substantive and procedural law and rules. Ability to communicate clearly and effectively, both orally and in writing, and to plan and organize work with a minimum of supervision. Knowledge of appellate court policies and procedures and their implementation. Ability to direct and supervise the work of others.