FIRST COURT OF APPEALS

JOB VACANCY NOTICE

State Job Title: Attorney III

Posting #: 01-20-01-AT

Closing Date: Until filled

Location: Houston, Texas

Salary Range: $ 7,500.00 – 8,137.86 per month (depending on experience)

Start Date: October 1, 2019

GENERAL JOB DESCRIPTION:

The First Court of Appeals, Houston, Texas, is accepting applications for a **staff attorney** assigned to chambers. The attorney in this position is expected to perform highly advanced work with in-depth analysis and presentment of legal issues. The position provides opportunities to use initiative and mature judgment in assisting the justices in the disposition of appeals and original proceedings. In helping to process the work of the chambers, the attorney provides advice and counsel to the justice in the assigned chambers as well as to other members of the court. The attorney reviews records and briefs, conducts legal research, and makes recommendations to justices. Working with direction from the assigned justice, the attorney prepares written memoranda and initial drafts of court opinions. The job requires a strong command of appellate law and procedure and a strict adherence to rules of confidentiality and judicial ethics.

ESSENTIAL JOB FUNCTIONS

Applicants must have the ability to work independently. Essential job functions for the position include:

- reviewing appellate records and filings to assist justices in resolving issues presented in civil and criminal appeals and original proceedings;
- conducting electronic legal research and, when necessary, manual research;
- analyzing statutes, judicial decisions, and other legal sources;
- assessing cases for jurisdictional issues and attending to special problems and administrative matters;
- consulting with members of the court in connection with the court's disposition of substantive and procedural issues, formulating recommendations to panel members, and preparing memoranda and initial drafts of proposed opinions and judgments;
- assisting with review of motions and preparation of separate writings and related work, as assigned;
- assisting panel members in preparation for oral argument, including making oral presentations addressing appellate points, attending oral argument and participating in pre-submission and post-submission conferences among justices, and attending to follow-up research and record review.
- reviewing motions for rehearing and making recommendations to panel members; and
- generally helping to process the work of the chambers, observing court rules, following court processes and procedures, and maintaining confidences of the court.

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MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- license to practice law in the State of Texas;
- minimum of four years' experience as a practicing attorney;
- knowledge of legal principles in civil areas;
- knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- ability to identify, analyze, and resolve legal and procedural issues and to present findings and conclusions, both orally and in writing.
- excellent legal-research skills, including a proficiency in computer research and cite checking;
- excellent legal writing, editing, and proofing skills;
- word processing skills;
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

- Previous appellate court experience;
- Six to eight years' experience in private practice;
- Top 20% of law school graduating class;
- Experience on a law review, law journal, or other publication; or
- Moot court and/or mock trial experience.

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.

E-VERIFY:

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

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APPLICATION PROCEDURES:

Submit a **single** complete electronic application consisting of the following *in pdf format*:

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1. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** for employment; available on the First Court's website career page. (http://www.txcourts.gov/1stcoa/careers/)
3. law school transcripts and class rank or explanation from law school of general percentile rankings; [1]
4. writing sample;
5. three references familiar with the applicant's work product and work habits; and
6. cover letter.

Email completed applications **1stHR@txcourts.gov**. Any questions regarding the positions should also be sent to **1stHR@txcourts.gov**.

Personal interviews will be conducted by invitation only.

The First Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in the provision of services. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.

[1] For applicants with more than three years' experience as a practicing attorney, a resume may substitute for law school transcript in initial application.