



**COURT OF APPEALS
EIGHTH DISTRICT OF TEXAS**

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

Chief Justice
Jeff Alley

Justices
Yvonne T. Rodriguez
Gina M. Palafox

Clerk
Elizabeth G. Flores

Chief Staff Attorney
Kirk Cooper

October 14, 2020

**JOB VACANCY NOTICE
STAFF ATTORNEY
(Possibility of Remote Work)**

Salary Range: \$5,259 - \$7,500 per month (depending on experience)
Estimated Start Date: December 1, 2020 (subject to change)
Close date: Until filled

The Eighth Court of Appeals, El Paso, Texas, is now accepting applications for a full-time staff attorney assigned to chambers. A staff attorney's primary duties are to assist the Court by providing legal research, legal analysis, and written product that includes draft opinions, as well as performing related tasks like reviewing appellate motions and records. A staff attorney may also be called upon to attend oral arguments, keep abreast of current developments in the law, and assist the Court with administrative duties.

Applicants must be currently licensed to practice law in Texas and have graduated from an accredited law school. Although candidates with three or more years of legal experience and a strong background in appellate practice are preferred, all qualified candidates are welcome to apply. **The position may be filled by working remotely if the Court determines, from a candidate's background and work history, that the candidate has adequately demonstrated the ability to work independently.**

HOW TO APPLY: Applicants must mail a State Application for Employment, resume, references, writing samples, and a law school transcript if licensed for less than three years 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, 250X, LGL10, 4402, 4405-4410, 4417, 51JX, 92J0. 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

Attorney (Senior and/or 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 to facilitate the flow of cases through the Court. This position requires exceptional management, legal research, writing, analytical, and oral communication skills. Duties include other assignments such as working with and assisting other attorneys or staff members, as necessary. Within the assigned judicial chambers, this attorney assists in providing supervision and training of law clerks and legal assistants to include reviewing proposed draft opinions, reports, papers or other court records for clarity, completeness, accuracy, and conformance with policies of the Court. This staff attorney works under the 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 and motions for the purpose of making recommendations on their disposition, and prepares drafts of proposed opinions, judgments or orders, as appropriate.

Reviews pre- and post-submission motions, makes recommendations on their disposition, and draft 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.

Provide 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, 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 indoctrination and 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.

Performs administrative duties as assigned.

Qualifications:

Experience and Education and Licensure

Three or more years practical legal experience with a strong background in appellate procedure, legal research and writing, is preferred. However, all qualified candidates are welcome to apply. 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 supervision. Knowledge of appellate court policies and procedures and their implementation. Ability to direct and supervise the work of others.