

JOB VACANCY NOTICE

COURT: Sixth Court of Appeals
ADDRESS: 100 North State Line Avenue #20
Texarkana, Texas 75501

POSITION AVAILABLE: Attorney IV
START DATE: On or after February 2, 2015
START SALARY: Commensurate with experience, but within a range of approximately \$76,000 to \$84,175

General Description of Job Responsibilities: Performs complex attorney work. Work involves preparing legal memoranda and draft opinions; rendering legal advice and counsel. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment.

Examples of Work Performed:

- Advises other legal staff and Clerk's office on legal matters and the interpretation and application of laws and regulations.
 - Drafts and renders legal memoranda, draft opinions, briefs, proposals, and reports.
 - Researches points of law involved in cases assigned to them.
 - Assists in screening appeals, searching for jurisdictional defects, handling original proceedings, and indigent and pro se appeals.
 - May draft memoranda on laws and regulatory matters and administrative rules.
 - May provide research for policy and process questions.
 - Performs related work as assigned.
- **Minimum Qualifications:**
- Current license to practice law in Texas
 - Strong communication and legal research and writing skills
 - Prior experience in the practice of law or as court law clerk or staff attorney

Application Procedures: Qualified applicants must submit a State of Texas Application for Employment, resume, and law school transcript to Debbie Autrey, Clerk of Court. Applicants may submit additional relevant materials as desired and may submit in either of two ways: (1) electronically in PDF format via email to Debbie.Autrey@txcourts.gov, or (2) on paper by regular mail or other physical delivery to:

Debbie Autrey, Clerk
Sixth Court of Appeals
100 North State Line Avenue #20
Texarkana, Texas 75501

State Applications for Employment are available on the Internet at www.twc.state.tx.us/jobs/gvjb/stateapp.doc

Position may be filled from applications filed by 5:00 p.m. January 2, 2015. Personal interviews will be conducted upon invitation extended by the Court.

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