

SEVENTH COURT OF APPEALS
CENTRAL STAFF ATTORNEY POSITION

The Seventh Court of Appeals located in Amarillo, Texas is seeking applications from licensed attorneys for a central staff attorney position.

The job entails assisting the court and court clerk in addressing both routine and complex substantive and procedural issues, drafting legal memoranda, and performing other duties assigned by the court. A complete job description can be found online at: <http://www.txcourts.gov/7thcoa/careers>. Minimum qualifications include 5 years legal experience, current Texas law license, graduation from an accredited law school, good organizational and interpersonal communication skills, and self-motivation. A strong background in trial and appellate procedure, legal research, and legal writing preferred. Beginning salary range of \$80,000 to \$87,600 per annum depending on experience and qualifications. State applications available at Texas Workforce Commission website at: www.twc.state.tx.us. Send applications and resumes, by Monday, February 16, 2015, to Vivian Long, Court Clerk, 501 S. Fillmore, 2-A, Amarillo, Texas 79101.

STATE CLASSIFICATION
JOB DESCRIPTION

Salary Group B25
Class No. 3504

Central Staff Attorney

General Description:

Assists the appellate court in resolving complex substantive and procedural issues. Reviews original proceedings and accompanying motions and makes recommendations regarding disposition. Prepares proposed drafts of opinions, judgments, and orders to facilitate the flow of cases through the court. Provides assistance and advice to the Clerk's Office pertaining to the interpretation of filed documents and application of the rules of appellate procedure and substantive law.

Works under the general supervision of the court, as a whole.

Duties, Tasks, and Assignments:

Following oral argument and post-submission conference, prepares a proposed per curiam opinion for the court's approval. After circulation of the opinion, makes any changes necessary for issuance of the opinion.

Motion Practice: Reviews and recommends rulings on motions, as directed by the court.

Adviser to Clerk's Office: Maintains a close working relationship with the Clerk and the Chief Deputy as the legal adviser to the Clerk's office on legal and appellate rules and procedural matters. This aspect of the job entails fielding a myriad of questions pertaining to the perfection of appeals, late or defective records, late or defective briefs, release of records, party correspondence, and questions raised in conjunction with procedural matters. Additionally, it may entail the preparation of formal orders, letter orders, notices, and specialized letters related to pre- and post-submission defects in the record and briefs. Because this court has jurisdiction over many of the counties where the TDCJ-ID units are located, this position also handles numerous issues pertaining to the perfection and submission of appeals arising from inmate *pro se civil in forma pauperis* actions that were dismissed by the trial court as frivolous.

Performs other tasks as assigned by the court, as a whole and will work closely with court system's IT staff.

Education, Experience, and Licensure:

Minimum of 5 years practical legal experience. Strong background in appellate procedure, legal research, and writing. Graduation from an accredited law school with L.L.B. or J.D. degree. Must be currently licensed to practice in the State of Texas. Must also possess good organizational and strong interpersonal communication skills. Proficiency in the use of Microsoft Office applications and word processing.