



**FOURTH COURT OF APPEALS
San Antonio, Texas
JOB VACANCY NOTICE**

**State Job Title: Law Clerk II (Briefing Attorney)
Salary: \$4,250 per month**

**Closing Date: 02/03/15
Location: San Antonio, Texas**

GENERAL JOB DESCRIPTION:

The position requires assisting with resolving complex substantive and procedural issues, preparing pre-submission memoranda, and ensuring compliance with appellate rules and procedures in order to facilitate the flow of cases through the Court. This position requires an applicant who possesses excellent legal research, writing, and analytical skills. Some latitude is given for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

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. Prepares pre-submission memoranda in civil and criminal appeals and original proceedings. May assist in reviewing pre- and post-submission motions and making recommendations on their disposition, as appropriate. May assist in the initial screening of appeals for jurisdictional deficiencies and procedural compliance. Participates in pre- and post-submission case conferences and orally presents analysis of issues. Attends and evaluates the presentation of oral argument. Reviews current developments in criminal and civil law. Performs administrative duties as assigned. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Must have graduated from an accredited law school with an L.L.B. or J.D. degree. Must be licensed in the State of Texas or at a minimum, must be a candidate to sit for the Texas bar examination within six months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of legal principles in criminal and/or civil areas. Excellent legal research, writing, analytical, and decision-making skills. Proficient computer and typing skills. Ability to communicate clearly and effectively, both orally and in written form.

APPLICATION PROCEDURES:

Please provide a signed state employment application, a resume, a list of references, and an original and one copy of a writing sample. A transcript of grades and recommendation letters are optional. The state employment application may be accessed at:

<http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf>

Applications may be mailed USPS or sent via email to the attention of Margaret Adams, Legal Assistant III, Fourth Court of Appeals, Cadena-Reeves Justice Center, 300 Dolorosa, Suite 3200, San Antonio, Texas 78205-3037. A PDF of the Applications and attachments may also be emailed to: Margaret.adams@txcourts.gov.

EMPLOYMENT EFFECTIVE: This is a full-time term position effective on or about February 3, 2015 and ending August 31, 2015.

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