



**FIRST COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Attorney I

Posting #: 01-24-05-AT

Closing Date: Until filled

Location: Houston, Texas

Salary Range: \$5,000 per month/20 hours per week
(depending on experience)

Start Date: As soon as possible

SHORT TERM PART-TIME ASSIGNMENT

GENERAL JOB DESCRIPTION:

The First Court of Appeals, Houston, Texas, is accepting applications for an **Attorney I** to work on a short term part-time basis for two or more months. This position will be expected to perform highly advanced work with in-depth analysis and presentment of legal issues regarding primarily original proceedings. This position provides an opportunity to use initiative and mature judgment in assisting the justices in the disposition of primarily original proceedings. This attorney will review records and briefs, conduct legal research, prepare written memoranda and initial drafts of some court opinions, and make recommendations to the justices. Working with direction from the Court's Chief Staff Attorney, and other members of the Court, this job requires a strong command of Texas appellate law and procedure, and a strict adherence to rules of confidentiality and judicial ethics. Prior experience at an appellate court or a clerkship is preferred.

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 primarily 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; 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:

- be licensed to practice law in the State of Texas;
- minimum of five 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; and
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

- Previous appellate court or clerkship experience;
- Top 25% of law school graduating class;
- Experience on a law review, law journal, or other publication and trial, moot court and/or mock trial; and
- Knowledge of legal principles in criminal areas.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, LGL10, LGL11, 51JX, 92J0.

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: [Military Crosswalk for Occupational Category - Legal \(texas.gov\)](http://www.texas.gov/military-crosswalk-legal)

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**:

1. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** for employment; available on the First Court's website career page: [TJB | 1st COA | Careers \(txcourts.gov\)](http://www.txcourts.gov);
3. writing sample;
4. three references familiar with the applicant's work product and work habits; and
5. cover letter.

Email completed applications 1stHR@txcourts.gov. Any questions regarding the position 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 based on a person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability, or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to 1stHR@txcourts.gov.