

THE SUPREME COURT OF TEXAS

Administrative Law Clerk

Annual Salary \$57,953

Will perform legal research and writing and advanced administrative duties for Justice Eva Guzman of the Supreme Court and her legal staff. The successful candidate will demonstrate keen attention to detail, proficiency in legal research and writing, strong organizational and computer skills, dependability in handling highly confidential matters, and the ability to communicate with the public and other Court personnel in a professional and effective manner. J.D. from an accredited law school required.

Submit cover letter, résumé, unofficial law school transcript, writing sample, and references by email to:

Supreme Court of Texas
Subject: Administrative Law Clerk Application
Attention: Julie Buchanan
Julie.Buchanan@txcourts.gov

This position remains open until filled.

No applicant will be refused employment because of race, color, ethnic background, religion, creed, sex, sexual orientation, marital status, age or any similar consideration.

Military crosswalk information is available here:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf