



## FOURTH COURT OF APPEALS

San Antonio, Texas

### JOB VACANCY NOTICE

**State Job Title: Original Proceedings Staff Attorney**  
**Annual Salary: \$97,527/YR**

**Closing Date: Open Until Filled**  
**Location: San Antonio, Texas**

#### **GENERAL JOB DESCRIPTION:**

As more fully set forth on the court's website ([www.txcourts.gov/4thcoa](http://www.txcourts.gov/4thcoa)), the Chief Justice and six Justices, who comprise the Fourth Court of Appeals, decide all civil and criminal appeals (except those in which the death penalty is assessed) arising out of a thirty-two county district in south and central Texas. The Court's Docket also includes original proceedings (primarily mandamus). The primary responsibility of the original proceedings staff attorney is to work for and with all the judges in handling original proceedings. The original proceedings staff attorney also may be assigned responsibilities for assisting judges on other appellate matters. This demanding job involves extensive legal research and writing and frequent oral presentations to members of the Court. Duties include initial screening of all petitions for extraordinary writs and related motions, including emergency motions for temporary relief, and written and oral analysis of the law as applied to the facts presented. To perform these duties well, the original proceedings attorney must work well with the Court's legal and clerical staff and judges and conduct work during the hours of 8 a.m. to 5 p.m., with a possibility of flex-time between the hours of 7 a.m. and 6 p.m.

The Fourth Court of Appeals provides parking for all employees in the new Archives Building parking garage, pays State Bar dues for all attorneys, and provides an additional stipend for other bar association dues and Continuing Legal Education programs.

As a State of Texas agency, the Fourth Court of Appeals offers a competitive benefits package through the Employee Retirement System of Texas (ERS) that includes medical health insurance and retirement plans. Other optional benefits include dental and vision insurance, and the TexasSaver 401(k)/457 Program. Applicants can find more information at [ers.texas.gov/benefits-at-a-glance](http://ers.texas.gov/benefits-at-a-glance).

#### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** The successful candidate must have: a degree from an accredited law school; and a Texas law license.

**EXPERIENCE:** A strong background in appellate practice is required. The position involves extensive legal research and writing, briefing, and drafting recommendations, memoranda and opinions. The applicant must have the ability to work independently. Although not required, law journal or equivalent writing experience, familiarity and experience with Texas appellate procedure, and experience as an appellate lawclerk or staff attorney are highly desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Proficiency in word processing (preferably Word) and computer research; excellent research and writing skills; and the ability to accept responsibility for assigned duties with minimum supervision.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 92J0; 51J1; 51J3; 51J4; Army: 27A, 27B, Marine Corps: 4402. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at: <https://www.onetonline.org/crosswalk/MOC/>

**APPLICATION PROCEDURES:**

**To apply for this position, the applicant must** submit (1) a brief cover letter noting the position for which he or she is applying, (2) State of Texas Job Application (see <http://www.twc.state.tx.us>), (3) resume, (4) law school transcript, (5) two unedited writing samples, and (6) three work related letters of recommendation from persons familiar with the applicant's legal work via email to the Clerk of the Court at [Michael.Cruz@txcourts.gov](mailto:Michael.Cruz@txcourts.gov).

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.