



**FIRST COURT OF APPEALS
JOB VACANCY NOTICE
STAFF ATTORNEY**

State Job Title: Attorney III

Posting #: 01-22-03-AT

Location: Houston, Texas

Start Date: As soon as possible

The First Court of Appeals, Houston, Texas, is now accepting applications for the position of staff attorney to work in the chambers of Justice Veronica Rivas-Molloy. Applications will be accepted until the position is filled.

The state job title is Attorney III, with a monthly salary range of \$7,500 to \$8,137.86 (depending on experience). Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

GENERAL JOB DESCRIPTION: The staff attorney assists with the preparation of legal memoranda and initial drafts of court opinions. The position involves highly advanced and complex attorney work requiring in-depth analysis and presentment of legal issues raised in civil and criminal appeals. The position provides opportunities to use initiative and mature judgment in assisting justices in the disposition of appeals. In helping to process the work of the chambers, the staff attorney provides advice and counsel to the justice in the assigned chambers as well as to other members of the court. The staff attorney reviews appellate records and briefs, conducts legal research, and makes recommendations to justices on various legal issues, motions, and appeals. The job requires a strong command of appellate law and procedure, strict adherence to rules of confidentiality and judicial ethics, and strong writing skills. The Court has a telecommuting policy that allows work from home with some limitations.

ESSENTIAL JOB FUNCTIONS: Applicants must have the ability to work independently. Essential job functions for the position include:

- Reviewing appellate records, briefs, and other filings to assist justices in resolving issues presented in civil and criminal appeals;
- Conducting legal research and writing;
- Analyzing statutes, judicial decisions, and other legal sources;
- Assessing cases for jurisdictional issues and addressing special problems and administrative matters;
- Consulting with members of the court in connection with the court's disposition of substantive and procedural issues and formulating recommendations to panel members;
- 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;
- Assisting panel members in preparation for oral argument, including making oral presentations addressing appellate points, attending oral argument, participating in pre-submission and post-submission conferences among justices, and conducting follow-up research and record review.
- Reviewing motions for rehearing and making recommendations to panel members; 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:

- License to practice law in the State of Texas;
- Minimum of three years' experience as a practicing attorney in the State of Texas;
- 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:

- Prior experience as a staff attorney or law clerk for an appellate court;
- Experience practicing appellate law;
- Prior judicial clerkship;
- Top 25% of law school graduating class;
- Experience on a law review, law journal, or other publication;
- Trial, moot court and/or mock trial experience; and
- Knowledge of legal principles in criminal areas

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or 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:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

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 of Appeal's website career page at <http://www.txcourts.gov/1stcoa/careers/>);
3. Law school transcripts and class rank or explanation from law school of general percentile rankings;¹
4. Writing sample;
5. Three references familiar with the applicant's work product and work habits; and
6. Cover letter.

Email completed applications 1stHR@txcourts.gov. Any questions regarding the positions 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 on the basis of 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 the Clerk of the Court.

¹For applicants with more than three years' experience as a practicing attorney, a resume may substitute for law school transcript in initial application.