



## FOURTEENTH COURT OF APPEALS JOB VACANCY NOTICE

State Job Title: Attorney III-IV

Posting#: 14-23-06-AT

Application Closing Date: Until filled

Start Date: Immediately

Salary Range: \$ 8,221 – 8,334 per month  
(depending on experience)

Location: Houston, Texas

### GENERAL JOB DESCRIPTION:

The 14th Court of Appeals, Houston, Texas, is accepting applications for the position of **Central Staff Attorney**. Primary duties include evaluating and researching original proceedings, with preparation of legal memoranda and drafts of orders and opinions and participate in pre- and post-submission conferences as needed. Along with the Chief Staff Attorney and other members of central staff, the central staff attorney also assists, as necessary, with the docketing of cases, screening for jurisdictional defects, preparing recommendations and obtaining rulings on motions, and drafting orders and opinions in pending appeals. Central staff attorneys handle both civil and criminal original proceedings and appeals and perform research on special issues.

The attorney in this position is expected to perform highly advanced work with in-depth analysis and presentment of legal issues. The position provides opportunities to use initiative and mature judgment in assisting the justices in the disposition of appeals and original proceedings. Responds to directions from all justices, but with opportunity for use of initiative and mature judgment.

The job requires a strong command of appellate law and procedure and a strict adherence to rules of confidentiality and judicial ethics.

### ESSENTIAL JOB FUNCTIONS:

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

- reviewing records and filings to assist justices in resolving issues presented in civil and criminal original proceedings;
- conducting legal research;
- analyzing statutes, judicial decisions, and other legal sources;
- assessing cases for jurisdictional issues and attending to special issues;
- consulting with members of the court on substantive and procedural issues, formulating recommendations to panel members, and preparing memoranda and initial drafts of proposed orders, 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, attending oral argument and participating in pre-submission and post-submission conferences;
- generally helping to process the work of the court, observing court rules, following court processes and procedures, and maintaining confidences of the court; and
- performing related work as assigned.



## **MINIMUM QUALIFICATIONS:**

Applicants must have the following qualifications:

- license to practice law in the State of Texas;
- minimum of three 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 to include familiarity and working knowledge of Microsoft Office 365.
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

## **PREFERRED QUALIFICATIONS:**

- Previous appellate court experience;
- Four to six years' experience;
- Top 20% of law school graduating class; and
- Experience on a law review, law journal, or other publication.

## **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](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.



## **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 ([www.twc.state.tx.us/jobs/gvjb/stateapp.pdf](http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf));
3. law school transcripts and class rank or explanation from law school of general percentile rankings;<sup>1</sup>
4. writing sample;
5. three references familiar with the applicant's work product and work habits; and
6. cover letter.

Email completed applications to [14thHR@txcourts.gov](mailto:14thHR@txcourts.gov). You may also email any questions to [14thHR@txcourts.gov](mailto:14thHR@txcourts.gov).

### **Personal interviews will be conducted by invitation only.**

The Fourteenth 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.

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