



**COURT OF APPEALS
SECOND DISTRICT OF TEXAS**

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**JOB VACANCY NOTICE
STAFF ATTORNEY**

The Second Court of Appeals in Fort Worth is now accepting applications for a staff attorney position. (Posting #24-002.) Applications will be accepted until the position is filled.

The state job title is Attorney IV, currently with an annual salary of \$125,438. 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 opinion drafts and legal memoranda to the court. This position involves highly advanced and complex attorney work and requires extensive legal research and writing, including in-depth analysis of issues raised in civil and criminal appeals.

General Qualifications: Applicant must be a licensed Texas attorney with a minimum of three (3) years' legal practice in the State of Texas. The applicant must also have exceptional academic credentials; law journal or equivalent writing experience; excellent analytical and research skills; knowledge of legal principles in civil and criminal law; knowledge of the Texas Rules of Appellate Procedure and rules of citation form; and the ability to communicate effectively, both orally and in writing. Previous experience as a staff attorney or law clerk for an appellate court is strongly preferred.

Application Procedures: To apply, mail, fax, or email a signed State of Texas application, résumé, writing sample, and references to the following address:

Debra Spisak, Clerk of the Court
Second Court of Appeals
401 W. Belknap St., Suite 9000
Fort Worth, TX 76196
2ndclerk@txcourts.gov
Fax: 817-884-1932

The State of Texas application is available on the court's website career page at <https://www.txcourts.gov/2ndcoa/careers/>. Online applications through WorkInTexas.com will also be accepted. Interviews will be by invitation only.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, 250X, LGL10, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, 51JX, 92J0. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

Additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

The Second Court of Appeals is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court.