



FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State job Title: Legal assistant III (B20)
Annual Salary: \$65,000 - \$75,000

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

GENERAL JOB DESCRIPTION:

The person selected will be responsible for performing a variety of complex legal tasks under the general supervision of the clerk of the court, chief deputy clerk or an appellate justice. Specific duties include work that involves researching, analyzing, and drafting routine and complex appellate documents and assisting the appellate judiciary with successful case management. This work is performed with considerable latitude for independent judgment and initiative. The person selected will also perform numerous administrative duties including preparation of statistical reports, issuance of appellate decisions, pending motions, mandates, and miscellaneous calendar events. The position will also perform a variety of other duties specific to that position and may provide administrative support to the Chief Justice, Justice, Clerk of the Court, Chief Deputy Clerk and/or Accountant which may include the planning and execution of budget, fiscal, staffing matters, and other related administrative duties.

Examples of work performed include:

- Conducts research and analyzing sources such as statutes, administrative records, judicial decisions, evidence, articles, depositions, legal codes, land titles, and abstracts and regulations for use in the appellate process.
- Compiles citations and references.
- Checks citations, quotations, footnotes, and references for accuracy, grammar, punctuation, and sentence structure.
- Prepares appellate judgments and orders.
- Forwards published opinions to national publishers for publication.
- Reviews legal documents for correctness.
- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review.
- Files appellate documents.
- Maintains case management system in the appellate process.
- Assists assigned chambers troubleshooting software problems, organizing files, preparing correspondence and providing administrative and clerical support.
- May preview correspondence and screen calls for assigned judge.
- May supervise others and performs related work as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Experience and education may be substituted for one another.

EXPERIENCE: Four (4) years progressively responsible experience as a paralegal, legal secretary or related field or equivalent experience. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, and ABILITIES: Extensive knowledge of legal terminology, research methods and techniques; experience in the preparation and use of appellate documents, or administrative and court procedures; knowledge of relevant laws, appellate practices and procedures. Skill in conducting research. Excellent skills in legal editing, word processing, and proofreading, including application of the Bluebook (A Uniform System of Citation) and Texas Rules of Form (the Greenbook). Ability to work with others; follow written and oral instructions; to quickly evaluate findings and relate them to the case in question. Ability to maintain confidentiality in all legal matters; and to communicate effectively.

Applicants must complete a State of Texas employment application through WorkinTexas.com. Employment Effective: Open until filled.

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 Chief Deputy Clerk.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 5J0X1; Army: 27D; Marine Corps: 4421. 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:

Applicant must submit a State Job Application form (see <https://www.twc.texas.gov/jobseekers/state-texas-application-employment>), and a list of three references via email address to Elizabeth.Montoya@txcourts.gov.

In addition to the State Job Application, a cover letter and résumé may also be submitted.

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