



## **FOURTH COURT OF APPEALS**

**San Antonio, Texas**

### **JOB VACANCY NOTICE**

**State Job Title: Attorney IV**

**Starting Salary: \$130,000**

**Closing Date: 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 is seeking a Central Staff Attorney to assist with a myriad of processes related to appellate matters, including assisting with the original proceedings and monitoring dockets, extensive legal research and writing, and written and oral analysis of the law as applied to the facts presented. This Central Staff Attorney will work for and with all the justices of the court, and may also be assigned responsibilities that assist the court on other appellate matters. To perform the duties tasked, this attorney must work well with the Court's legal and clerical staff and justices, and conduct work during the hours of 8 a.m. to 5 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. The Fourth Court of Appeals also offers the opportunity to work a flex schedule and to qualify to earn remote work days.

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).

#### **ESSENTIAL JOB FUNCTIONS:**

The attorney hired will: conduct legal research; analyze statutes, judicial decisions, and other legal sources; prepare memoranda and proposed orders and opinions in civil and criminal appeals; conduct initial screening and management of petitions for extraordinary writs and related motions, including emergency motions for extraordinary relief; provide oral analysis of the law, including at pre- and post-submission conferences; and perform related work as assigned.

#### **MINIMUM QUALIFICATIONS:**

Candidates must possess: a license to practice law in the State of Texas for at least 2 years; knowledge of legal principles in civil and criminal law; exceptional legal research and writing skills; excellent knowledge of the Texas Rules of Appellate Procedure, *The Bluebook*, *A Uniform System of Citation*, and *The Greenbook*, *Texas Rules of Form*; the ability to identify, analyze, and present issues clearly and effectively, both orally and in writing; proficiency in computer research and word processing; and the ability to prepare, plan, and organize a diverse workload.

#### **PREFERRED QUALIFICATIONS:**

Previous experience as an appellate attorney, court briefing attorney, or court staff attorney is preferred, as is top 20% law school graduating class standing, and service on law review/law journal.

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 to receive preference. Additional Military Crosswalk information can be accessed at: <https://www.onetonline.org/crosswalk/MOC/>.

**APPLICATION PROCEDURES:**

Applicants must submit: (1) a State Job Application form (see <http://www.twc.state.tx.us>); (2) a writing sample; and (3) a list of three references via email to Ms. Elizabeth Montoya at [Elizabeth.Montoya@txcourts.gov](mailto:Elizabeth.Montoya@txcourts.gov). Applicants may also submit a cover letter and résumé.

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.