



**NINTH COURT OF APPEALS**  
1085 Pearl, Suite 330  
Beaumont, Texas 77701  
409-835-8402

## **JOB VACANCY NOTICE**

**State Job Title: Attorney III or IV**

**Annual Salary: \$90,000 to \$140,000 depending on qualifications**

**Projected Start Date: As soon as practical**

**Location: Beaumont, Texas or Conroe, Texas**

**Closing Date: Until filled**

### **GENERAL JOB DESCRIPTION:**

The Ninth Court of Appeals, located in Beaumont, Texas, is accepting applications for a staff attorney assigned to a specific Justice on the Court. 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 justice in the disposition of appeals and original proceedings. In helping to process the work of the chambers, the attorney provides advice and counsel to the Justice in the assigned chambers as well as to other members of the court. The attorney reviews records and briefs, conducts legal research, and makes recommendations to Justices. Working with direction from the assigned Justice, the attorney may prepare written memoranda and drafts of court opinions. 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 appellate records and filings to assist the Court Justice in resolving issues presented in civil and criminal appeals and original proceedings;
- conducting electronic legal research and, when necessary, manual research;
- analyzing statutes, judicial decisions, and other legal sources;
- assessing cases for jurisdictional issues and attending to special problems and administrative matters;
- consulting with members of the Court in connection with the Court's disposition of substantive and procedural issues, formulating recommendations to panel members, and preparing memoranda and drafts of proposed opinions in civil and criminal appeals;
- assisting with review of motions and preparation of separate writings and related work, as assigned;
- assisting panel members in preparation for oral argument, including addressing appellate points, attending oral argument, and participating in pre-submission and post-submission conferences among justices, and attending to follow-up research and record review;
- reviewing motions for rehearing and making recommendations to panel members;
- generally helping to process the work of the Court, observing court rules, following court processes and procedures, and maintaining confidences of the court; and
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS:**

Must possess a license to practice law in the State of Texas with a minimum three years of experience as a practicing attorney. Knowledge of legal principles in civil and criminal law. Excellent legal research and writing skills and knowledge of Texas Rules of Appellate Procedure, *The Bluebook*, *A Uniform System of Citation*, and *The Greenbook*, *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, proofing skills and word processing skills. Ability to prepare, plan, and organize work to communicate clearly and effectively.

### **PREFERRED QUALIFICATIONS:**

Seven years legal experience and previous trial experience is preferred. Previous appellate court experience as an appellate attorney, a briefing attorney, or a staff attorney is preferred. Proficient in computer legal research (Westlaw and/or Lexis) and working knowledge of Microsoft Word.

### **APPLICATION PROCEDURES:**

Submit a **single** complete electronic application consisting of the following in pdf format:

1. cover letter;
2. electronically-signed **The State of Texas Application for Employment**; available on the Ninth Court's website career page: <https://www.txcourts.gov/9thcoa/careers/>
3. resume or curriculum vitae;
4. writing sample; and
5. two references familiar with the applicant's work product and work habits.

Email completed applications to [carly.latiolais@txcourts.gov](mailto:carly.latiolais@txcourts.gov). Questions concerning the application process may be directed to Carly Latiolais at (409) 835-8402.

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

The Ninth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, or physical or mental disability medical condition, marital status, pregnancy, childbirth or related medical conditions, sincerely held religious beliefs, or veteran status 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.

#### Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, LGL10, LGL11, 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 [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf).