



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Attorney V-Central Staff Attorney

Job Code/Salary Group: 3506 / B30

Posting #: 12-26-05-AT

Closing Date: Open Until Filled

Location: Austin, Texas or Houston, Texas

Salary Range: \$132,000.00 - \$147,472.44

Remarks: This posting is for 1 position to start June 2026.

GENERAL JOB DESCRIPTION:

Serves as the Court's Central Staff Attorney, reviewing mandamus filings and all other original proceedings, handling record issues, reviewing all emergency motions, and giving recommendations to the Court on an expedited schedule. Performs highly complex (senior-level) legal work involving examining and preparing legal documents, interpreting laws and regulations, rendering legal advice and counsel, and preparing cases for the 15th Court of Appeals proceedings. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. This is an in-office central staff attorney position with the opportunity for teleworking on a limited basis to be determined by the Court.

ESSENTIAL JOB FUNCTIONS:

- Handles the Original Proceedings and Emergency Dockets for the Court. Reviews appellate records and filings to assist justices in resolving issues presented in the 15th Court of Appeals, specializing in emergency matters including original proceedings and accompanying time-sensitive emergency motions.
- Must possess the ability to review emergency matters and give recommendations to the Court on an expedited basis.
- May be assigned regular appeals in addition to the Original Proceedings and Emergency Dockets and/or be available to assist individual judges' chambers in drafting and issuing opinions in those appeals.
- Conducts electronic legal research and, when necessary, manual research.
- Analyzes statutes, judicial decisions, and other legal sources.
- Assists with the assessment of cases for jurisdictional issues and attends to special problems and administrative matters.
- Consults with members of the 15th Court of Appeals in connection with the court's disposition of substantive and procedural issues, formulates recommendations to panel members, and prepares memoranda and initial drafts of proposed opinions and judgments.
- Assists with review of briefs and preparation of separate writings and related work, as assigned.
- Assists panel members and chamber staff in preparation for oral argument, including making oral presentations addressing appellate points, attending oral argument and participating in pre-submission and post-proposal conferences among justices, and attends to follow-up research and record review.
- Assists with the review of motions for rehearing and makes recommendations to panel members.



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- Assists to process the work of the court as assigned, observes court rules, follows court processes and procedures, and maintains confidences of the court.
- Assists with cite checks and proofreads and prepares opinions and orders for issuance by the court.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor (JD) degree. Member in good standing of the State Bar of Texas.
- Licensed to practice law in the State of Texas.

PREFERRED QUALIFICATIONS:

- 4 years of experience practicing law in Texas.
- Previous appellate court experience, including assisting with appeals of administrative matters and a court's original proceedings docket.
- Judicial Clerkship experience.
- Top 25% of law school graduating class.
- Experience on a law review, law journal, or other publication; or
- Trial, moot court and/or mock trial experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- Knowledge of legal principles in civil areas.
- Knowledge of the prosecution, defense, and appeal of an administrative matter.
- Skill in legal research, writing, and analysis in the use of a computer and applicable software; in applying reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgement to identify courses of action.
- Ability to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate effectively.

PHYSICAL REQUIREMENTS:

- Ability to move up to 35 pounds of paperwork/files/supplies
- Repetitive use of a keyboard at a workstation for long periods of time



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MILITARY CROSSWALK:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 27A, Army Judge Advocate General’s Corps Attorney; Navy – 250X, SC Judge Advocate General Corps; Coast Guard – LGL10, Legal; Marine Corps – 4402, Judge Advocate; Air Force – 51JX, Judge Advocate; Space Force – no military equivalent; 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

E-VERIFY:

The Fifteenth Court of Appeals 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.

TO APPLY:

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.doc)
3. Three references familiar with the applicant’s work product and work habits; and
4. Cover letter.
5. Writing sample.

Email completed applications to 15thHR@txcourts.gov. You may also email any questions to 15thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Fifteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. For hearing impaired, please contact 1-800-RELAY TX.