



## FIFTH DISTRICT COURT OF APPEALS

### JOB VACANCY NOTICE

<b>State Job Title: General Counsel</b> <b>Closing Date: July 1, 2026</b> <b>Posting Number: 225-26-10126</b>	<b>Salary Range: \$168,000 – 197,096</b> <b>Location: Dallas, TX</b> <b>(Hybrid, in-person and telework)</b> <b>Position Available: October 1, 2026</b>
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The Fifth Court of Appeals in Dallas is accepting applications for the position of General Counsel. The Fifth District Court of Appeals has intermediate appellate jurisdiction of both civil and criminal cases appealed from the district and county courts in the counties that make up the Court's District (Dallas, Collin, Kaufman, Rockwall, Grayson, and Hunt).

#### POSITION SUMMARY

This job involves extensive administrative duties. The General Counsel directly supervises central staff and is available to all justices, attorneys and other employees to answer any questions relating to the work of the Court, whether civil or criminal. The General Counsel is a legal resource for any questions the Clerk of the Court may have and is a legal resource for any ethics questions which may arise at the Court.

The General Counsel manages the civil docket, including preparing or assigning orders on all pre-submission motions, original proceedings, and jurisdiction reviews. General Counsel monitors the civil docket for timely filing of records and briefs and prepares orders as necessary. She also prepares numerous dismissal opinions for want of prosecution. She is responsible for setting civil cases for submission.

The General Counsel assists on civil writs and jurisdiction practice as necessary. The General Counsel reviews and monitors all motions for reconsideration en banc and recusal motions. The General Counsel also responsible for preparing responses to any Rule 12 requests for records.

The position performs highly advanced legal work with in-depth analysis and preparation of legal memoranda; interpretation of laws and regulations; and provision of legal advice and counsel. The General Counsel works with direction from the justices with opportunity to use initiative and mature judgment.

#### ESSENTIAL JOB FUNCTIONS:

##### **Case and Docket Management:**

- docketing and screening of cases for jurisdictional defects;
- reviewing appellate records and filings to assist justices 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 initial drafts of proposed opinions and judgments;
- assisting with review of motions and preparation of separate writings and related work, as assigned;
  - 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.

#### **Administrative Duties:**

- supervise central staff attorneys;
- work closely with the Clerk of Court and the Chief Deputy on legal and appellate rules and procedural matters;
- respond to inquiries from clerk staff pertaining to the perfection of appeals, late or defective records, late or defective briefs, release of records, party correspondence, and questions raised in conjunction with procedural matters;
- update court on procedural and substantive changes in the law;
- assist in the preparation of form orders and correspondence for approval by the justices;
- recommend changes to and maintain central staff internal operating procedures;
- assist justices with recruiting, training, and evaluation of interns, law clerks and permanent staff attorney positions;
- maintain handbooks for court interns and attorneys;
- assist with preparation of judges' handbook as needed.

#### **MINIMUM QUALIFICATIONS:**

- license to practice law in the State of Texas;
- minimum of 15 years of experience as a practicing attorney;
- knowledge of legal principles in civil and criminal areas;
- knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- ability to identify, analyze, and resolve complex 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, and proofing skills;
- word processing skills to include familiarity and working knowledge of Word software.
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

#### **PREFERRED QUALIFICATIONS:**

- Previous appellate court experience as a staff attorney;
- Prior supervisory experience and knowledge of administrative and management principles and practices;
- 15 or more years as a practicing attorney, with knowledge of legal principles in civil and criminal law.

**BENEFITS:**

- State-paid health with prescription drug coverage and life insurance plans for you
  - Optional health, dental, and vision insurance for family members
  - Optional life insurance for you and your dependents
- Tax-advantaged flexible spending/savings accounts for health and dependent care
- Optional short- and long-term disability insurance for you
- Voluntary AD&D insurance
- State retirement plan (ERS)
- TexaSaver 401k/457 plans
- Longevity pay
- Flexible work schedule (Hybrid, telework may be available)
- Paid Federal and State holidays
- Paid covered parking
- Employment Assistance Program
- Discount Purchase Program

**TO APPLY A COMPLETE PACKAGE (SEE BELOW) MUST BE EMAILED OR MAILED:**

**Your application package must contain the following items to be considered:**

- (1) [State of Texas Job Application](#);
- (2) Resume or curriculum vitae.
- (3) Law school transcript.
- (4) Writing sample
- (5) Minimum of 3 professional/personal References.

Submit your application via mail or email to:

**Myrna Gasc**  
**Court Business Administrator**  
**George L. Allen Sr. Courts Bldg.**  
**600 Commerce Street, Ste 200,**  
**Dallas, TX 75202**  
[myrna.gasc@txcourts.gov](mailto:myrna.gasc@txcourts.gov).

*Incomplete packages will not be considered.* Military Occupational Specialty Codes 27A & 250X. Please call for reasonable workplace accommodations. 214-712-3417. **EOE/AA**