



FOURTH COURT OF APPEALS
San Antonio, Texas
JOB VACANCY NOTICE

State Job Title: Attorney IV
Starting Salary: \$146,068

Closing Date: Until Filled
Location: San Antonio, Texas

GENERAL JOB DESCRIPTION:

The Court seeks a Staff Attorney to produce advanced appellate work under the supervision of Justice Adrian A. Spears II. In this role, the staff attorney will provide the Justice with critical support in both civil and criminal matters by conducting extensive legal research, reviewing appellate briefs and records, providing in-depth legal analysis, and aiding in the preparation of legal memoranda, draft opinions, judgments, and orders. At the Justice's discretion, a staff attorney may attend oral arguments and judicial panel conferences relating to the disposition of an appeal, review original proceedings and motions, track current developments in the law, and assist with administrative duties. Successful candidates for this position should possess good judgment and strong analytical skills, the ability to work independently and collaborate with colleagues, and the capability to handle confidential and sensitive matters in adherence with the Texas Code of Judicial Conduct and other rules of confidentiality and ethics.

The Fourth Court of Appeals provides parking for all employees, 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 remote workdays.

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.

ESSENTIAL JOB FUNCTIONS:

The attorney hired will conduct manual and computer-assisted legal research; analyze statutes, case law, and other legal sources; prepare memoranda and proposed orders and opinions in civil and criminal appeals; participate in pre- and post-submission conferences; and perform related work as assigned.

MINIMUM QUALIFICATIONS:

Candidates must be a graduate of an accredited law school with a Juris Doctorate (JD); be licensed to practice law in the State of Texas for at least 2 years; be a member in good standing with the State Bar of Texas; have knowledge of legal principles, practices, and proceedings in civil and criminal law; have exceptional legal research, writing, and analysis skills; have excellent knowledge of the Texas Rules of Appellate Procedure, *The Bluebook*, *A Uniform System of Citation*, and *The Greenbook*, *Texas Rules of Form*; have the ability to identify, analyze, and present issues clearly and effectively, both orally and in writing; have proficiency in computer research and word processing; and have 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 [State of Texas Application for Employment](#)); (2) a writing sample; and (3) a list of three references via email to Ms. Elizabeth Montoya at Elizabeth.Montoya@txcourts.gov. Applicants should 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 Court.