FIRST COURT OF APPEALS
JOB VACANCY NOTICE

State Job Title: Attorney IV
Posting #: 01-27-01-AT
Closing Date: Until filled
Location: Houston, Texas
Salary: $140,980.08 per year
Start Date: As soon as possible

GENERAL JOB DESCRIPTION:

The First Court of Appeals, Houston, Texas, is now accepting applications for a **Court Central Staff Attorney**. The attorney in this position is expected to perform highly advanced legal work with in-depth analysis and presentment of legal issues. The position provides opportunities to use initiative and mature judgment in assisting the justices with the pre-at-issue processing and disposition of appeals and also the processing and disposition of original proceedings and emergency motions.

The attorney will provide advice and counsel to justices in assigned chambers as well as to other members of the Court. The attorney will review the motions, records, and briefs in appeals and original proceedings, conduct legal research, and make recommendations to justices. Working with direction from the assigned justices, the attorney will prepare written memoranda and initial drafts of orders and opinions. The job requires a strong command of appellate law and procedure and a strict adherence to rules of confidentiality and judicial ethics. This is an in-office central staff attorney position with the opportunity for teleworking on a limited basis as determined by the Court.

ESSENTIAL JOB FUNCTIONS

- Reviewing appellate records and filings and emergency motions to assist the justices in resolving issues presented in civil and criminal appeals and original proceedings.
- Conducting advanced 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, orders, and judgments.
- Assisting with review of motions and related work, as assigned.
- And generally helping to process the work of the Court, observing Court rules, following Court processes and procedures, and maintaining confidences of the Court.

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MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor degree and licensed as an attorney by the State of Texas.
- Knowledge of legal principles in civil and criminal areas of law.
- Knowledge of the Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- Ability to identify, analyze, and resolve legal and procedural issues and to present analysis and conclusions to the Court, both orally and in writing.
- Excellent legal research skills, including an advanced proficiency in computer research and cite checking.
- Excellent legal writing, editing, and proofing skills.
- Excellent with Word and computer skills.
- Ability to prepare, plan, and organize work and to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

- Previous employment with a Texas appellate court.
- At least four (4) years of experience practicing law in Texas with an emphasis in trial litigation and/or appellate litigation.
- Top 25% of law school graduating class.
- Experience on a law review, law journal, or other scholarly publication.
- Moot court and/or mock trial experience.

MILITARY OCCUPATIONAL SPECIALTY CODES:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, 51JX, 92J0, LGL10, LGL11. Military Crosswalk: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

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E-VERIFY:

The First 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 (http://www.txcourts.gov/1stcoa/careers/) (www.twc.state.tx.us/jobs/gvjb/stateapp.pdf.).
3. Writing sample.
4. Three references familiar with the applicant's work product and work habits.
5. Cover letter.

Email completed application to 1stHR@txcourts.gov.

You may also email any questions to 1stHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The First 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 the Clerk of the Court. For hearing impaired, please contact 1-800-RELAY TX.