# FIFTH DISTRICT COURT OF APPEALS
**JOB VACANCY NOTICE**

## Staff Attorney – Full Time

| | |
|---|---|
| **State Job Title: Staff Attorney** | **Salary Range: up to $135,167.16** |
| **Closing Date: When Filled** | **Location: Dallas, TX** |
| **Posting Number: 225-1126-SA** | **Position Available: December 1, 2026** |

The Fifth Court of Appeals in Dallas is accepting applications for a full-time Chambers Staff Attorney position. 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, Dallas, Grayson, Hunt, and Kaufman).

**POSITION SUMMARY**
In this role, you will perform advanced appellate legal work. You will provide the Justice with critical support in both civil and criminal matters by conducting legal research, providing legal analysis, preparing draft legal opinions, judgments, orders, and memoranda, and reviewing appellate briefs and records. At the Justice's discretion, a staff attorney may attend oral arguments and judicial panel conferences relating to the disposition of a case, 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. This position is primarily in-person; limited remote work flexibility may be considered based on operational needs.

**Required Qualifications:**

- Graduate of an accredited law school with a Juris Doctorate (JD)
- Licensed to practice law in Texas
- Member in good standing with the State Bar of Texas
- Knowledge of legal principles, practices, and proceedings
- Knowledge of state laws, rules, and regulations
- Excellent legal research, writing, and analysis skills
- The ability to interpret and apply statutory and case laws
- Knowledge of the Texas Rules of Appellate Procedure, the Texas Rules of Civil Procedure, the Texas Rules of Criminal Procedure, *The Bluebook, A Uniform System of Citation*, *Texas Rules of Form: The Greenbook*, and *Texas Law Review: Manual on Usage & Style*

**Preferred Qualifications:**

- At least six years of experience as a practicing attorney
- Strong background in legal research, writing, and appellate procedure
- Prior experience as an appellate staff attorney or appellate practitioner
- Law review or law journal experience, judicial clerkships, or similar experience

**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)
- Texa$aver 401k/457 plans
- Longevity pay
- 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. Submit a single complete electronic application consisting of the following in pdf format:
1. Resume or curriculum vitae;
2. Electronically-signed: (www.twc.state.tx.us/jobs/gvjb/stateapp.doc)
3. Three references familiar with the applicant's work product and work habits
4. Cover letter
5. Writing sample.

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**
**Electronic mail: myrna.gasc@txcourts.gov.**

***Incomplete packages will not be considered*.**

Military Occupational Specialty Codes 27A & 250X.

**EOE/AA**

The Fifth 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. Please call for reasonable workplace accommodations. 214-712-3417