



## **JOB VACANCY NOTICE**

<b>Posting Date:</b>	December 2, 2016	<b>Closing Date:</b>	Until Filled
<b>State Job Title:</b>	Court Law Clerk	<b>FLSA Status:</b>	Prof-Exempt
<b>Agency Job Title:</b>	Law Clerk	<b>Location:</b>	Austin, TX
<b>Salary Range</b>	\$55,000	<b>Type of Job:</b>	Full Time
<b>Contact Person:</b>	Abel Acosta, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
<b>Job Description:</b>	See attached description.		

There is a vacancy in the Court of Criminal Appeals for a Court Law Clerk in the Chambers of Judge Scott Walker to begin on January 1, 2017.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should apply at [Workintexas.com](http://Workintexas.com). If applying by mail, send a letter, a State employment job application form, a resume, and a writing sample to the office of Abel Acosta, Clerk, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

Personal interview will be conducted only upon invitation by the Court.

This organization participates in E-Verify.

**COURT LAW CLERK I  
CLASS NO. 3610  
SALARY GROUP B18**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION**

Performs complex (journey-level) legal research and analysis work within the judiciary system. Work involves conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Prepares and/or reviews legal opinions, briefs, proposals, and reports.  
Conducts legal research on issues involved in cases before the court.  
Reviews legal briefs, clerks' records, reporters' records, and motions filed in submitted cases.  
Attends the presentation of oral arguments.  
May review cases for jurisdictional deficiencies and procedural compliance.  
May assist in editing of opinions.  
May assist judges in preparing for oral arguments.  
May train others.  
Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Experience in legal research and writing on a law review, journal, or place of employment.  
Graduation from an accredited law school with an LBB or JD degree.

**Knowledge, Skills, and Abilities**

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the court.  
Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.  
Ability to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to train others.

**Registration, Certification, or Licensure**

Required to have taken the State of Texas bar examination.