



COURT OF APPEALS
SECOND DISTRICT OF TEXAS

CHIEF JUSTICE
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JOB VACANCY NOTICE
STAFF ATTORNEY - TEMPORARY

The Second Court of Appeals in Fort Worth is now accepting applications for a short-term, temporary staff attorney position to assist the Court with processing appeals. (Posting #17-001.) The position will be available in May 2017, and applications will be accepted until the position is filled.

This position is an at-will position that is anticipated to last up to 2 months, although no definite term is guaranteed. The court may consider a full-time or part-time arrangement for this position, with a salary commensurate with experience and subject to State guidelines. Due to the court's ethical requirements, a person hired by the court to serve as a short-term, temporary staff attorney may not practice law elsewhere or perform any other legal work during the same time that he or she is employed by the court.

General Job Description: The short-term, temporary staff attorney will assist with the preparation of opinion drafts and legal memoranda to the court. This position involves highly advanced and complex attorney work and requires extensive legal research and writing, including in-depth analysis of issues raised in civil and criminal appeals.

General Qualifications: Applicant must be a licensed Texas attorney with a minimum of three (3) years' legal practice in the State of Texas. The applicant must also have exceptional academic credentials; law journal or equivalent writing experience; excellent analytical and research skills; knowledge of legal principles in civil and criminal law; knowledge of the Texas Rules of Appellate Procedure and rules of citation form; and the ability to communicate effectively, both orally and in writing. Previous experience as a staff attorney or law clerk for an appellate court is strongly preferred.

Application Procedures: To apply, mail or fax a State of Texas application, resume, writing sample, and references to the following address:

Debra Spisak, Clerk of the Court
Second Court of Appeals
401 W. Belknap St., Suite 9000
Fort Worth, TX 76196
Fax: 817-884-1932

The State of Texas application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>.

Interviews will be by invitation only.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, 27B, 27, 250X, LGL10, 04, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 44, 51JX, 92J0, 51, RI. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

The Court is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.