



**COURT OF APPEALS
EIGHTH JUDICIAL DISTRICT**

EL PASO COUNTY COURTHOUSE, SUITE 1203
500 E. SAN ANTONIO AVE.
EL PASO, TEXAS 79901-2408
(915) 546-2240 FAX (915) 546-2252

Chief Justice
Ann Crawford McClure

Justices
Yvonne T. Rodriguez
Gina Palafox

Clerk
Denise Pacheco

Chief Staff Attorney
Kay D. Waters

March 29, 2017

JOB VACANCY NOTICE

Salary: \$4,166. - \$4,583. per month (salary commensurate with licensure and experience)

Close date: when filled

Position available: April 1, 2017

The Eighth Court of Appeals is now accepting applications for a Law Clerk (Court Law Clerk II) in the chambers of Justice Yvonne Rodriguez. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy. Those interested in the Law Clerk position must receive their law degree prior to employment start date.

Duties involve extensive legal research and writing. Duties may include administrative matters. Applicants must have ability to work independently.

To apply, applicants must mail a State Application for Employment, resume, references, writing samples, and law school transcripts to: Denise Pacheco, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, El Paso, Texas, 79901. The 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, 27, 250X, 655X, LGL10, 04, 4402, 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.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

The Court is an equal opportunity employer and does not discriminate on 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.

COURT OF APPEALS EIGHTH DISTRICT OF TEXAS

Court Law Clerk II

General Description:

Performs advanced legal research and analyses work. Work involves examining and preparing legal opinions, briefs, memoranda and other legal documents. Researches and evaluates documents for the purpose of making recommendations to judge(s) or justice(s). May train others. May supervise the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Duties, Tasks and Assignments:

Conducts legal research on issues involved in cases and prepares memoranda.

Researches points of law involved in hearings to determine the validity and completeness of cases cited.

Reads and evaluates legal briefs, clerk's records, reporter's records, and motions filed in submitted cases.

Attends the presentation of oral arguments.

Drafts legal opinions, briefs, proposals, and reports.

Makes oral presentations concerning issues researched and participates in case conferences.

Reviews current developments in civil and criminal law.

Assists in the preparation of memoranda and other legal documents and editing of opinions as directed.

Assists judges or justices in preparing for oral argument.

May review cases for jurisdictional deficiencies and procedural compliance.

May train others.

May supervise the work of others.

Performs related work as assigned.

Qualifications:

Experience and Education and Licensure

Experience in legal research and analysis work. Graduation from an accredited law school with a LL.B. or J.D. degree. May be required to take the State of Texas bar examination.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the courts. Ability to train others; to supervise the work of others; to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; and to communicate effectively.