

JOB POSTING FOR THE THIRTEENTH COURT OF APPEALS

POSITION: Senior Attorney
DEADLINE: Until filled
START DATE: September 2017
SALARY RANGE: \$72,500 - \$82,944 per year depending on qualifications

The Thirteenth District Court of Appeals is seeking applicants for the position of Senior Attorney for Justice Nora L. Longoria in the Edinburg office of the Court. Commitment terms are negotiable.

Essential Job Functions: Senior attorneys perform extensive legal research and writing and may plan, assign, and/or supervise the work of others. Duties include researching and writing memoranda on appeals and original proceedings, making recommendations on motions, making oral presentations to the court in conference, and performing routine administrative duties. Duties may include related work as required.

Minimum Qualifications: Graduation from an accredited law school with an LL.B or J.D. degree. Licensed to practice law in the State of Texas and an active member of the State Bar of Texas in good standing. Three to five years of prior legal experience. Knowledge of legal principles, practices, and proceedings. Skill in legal research, writing, and analysis. Ability to work independently and direct and supervise the work of others. Proficiency in computer and word processing skills and ability to communicate clearly and effectively.

Preferred Qualifications: Strong preference is given to candidates with outstanding academic records, demonstrated writing ability, law review or journal experience, moot court or mock trial experience, and prior work for an appellate court or other appellate experience.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27, 27A, 27B, 250X, LGL10, 04, 44, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, 92JD, 51, 5JOX1, 5J

E-Verify: This employer 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.

Application Procedures: Applicants should submit a **single** complete electronic application consisting of the following in pdf format:

- (1) a cover letter;
- (2) resume;
- (3) law school transcript (including proof of class rank);
- (4) writing sample;
- (5) completed State of Texas Application for Employment form; and
- (6) two references or letters of recommendation.

Email completed applications to the Clerk of the Court at dorian.ramirez@txcourts.gov. Incomplete applications may not be considered, or may be supplemented by the applicant in a timely manner, or at any time at the discretion of the Court. Interviews will be held by invitation only. If you have any questions, contact Dorian Ramirez at 361-888-0697.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Thirteenth Court of Appeals is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, color or disability in employment or in the provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.