



FIRST COURT OF APPEALS

VACANCY NOTICE

Posting #: 01-18-04-LA

State Job Title: Legal Assistant II

Starting Date: ASAP

Number of Openings: One (1)

Closing Date: Once Filled

Salary Range: \$3,750 to \$4,584 per month
(depending on qualifications and experience)

Location: Houston, Texas

General Job Description: The person selected will be responsible for performing a variety of legal review tasks under the general supervision of the Justices, Clerk of the Court, and Chief Deputy Clerk. The person selected will also perform numerous administrative duties including preparation of statistical reports, court docket, finalizing appellate decisions, pending motions, mandates, and miscellaneous calendar events. The position will also perform a variety of other duties specific to that position and may provide administrative and secretarial support to the Justices, Clerk of the Court, or Chief Deputy Clerk. Works under limited supervision with moderate latitude for the use of initiative and independent judgment

Essential Job Functions:

- Reviews legal documents for correctness, including review of citations, quotations, footnotes, and references for accuracy, grammar, punctuation, and sentence structure.
- Data entry related to processing and issuance of opinions.
- Reviews documents and case management entries for accuracy.
- Maintains law library.
- Prepares, processes, organizes and files records and reports.
- Copies case related materials as requested.
- Provides administrative support for the court's Alternative Dispute Resolution Program.
- Provides support for intern programs.
- Provides support in the hiring process for court staff.
- Assists chambers troubleshooting software problems, organizing files, preparing correspondence and providing administrative and clerical support.
- Performs other work as assigned.



Minimum Qualifications:

- **EDUCATION:** Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Experience and education may be substituted for one another.
- **Experience:** Four (4) years progressively responsible experience as a paralegal, legal secretary or related field or equivalent experience. Experience and education may be substituted for one another.
- **Knowledge, Skills, and Abilities:**
 - Extensive knowledge of legal terminology, research methods and techniques;
 - Ability to maintain confidentiality in all legal matters;
 - Knowledge of legal practices and terminology;
 - Accurate and proficient typing, reading, spelling, punctuation, sentence structure and grammar skills;
 - **Computer Skills:** Use Email Software (Outlook, etc.), Personal Computers, Word Processing Software (MS Word, Excel, PowerPoint, etc.);
 - Ability to communicate effectively;
 - Must be able to lift 25lbs.

Preferred Qualifications: Knowledge of the Texas Court System and the Rules of Appellate Procedure is preferred. Knowledge of statutes, policies, legal terminology and research methods. Ability to maintain data with a high degree of accuracy. Experience in the preparation and use of appellate records and the generation of reports. Understanding of court procedures and relevant laws. Experience in appellate practices and procedures is strongly desired. The ability to follow written and oral instructions.

Related Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27 Paralegal, 27 Judge Advocate General's Corps, 44 Legal Services, 5J Professional – Paralegal or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf



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:

Submit a **single** complete electronic application consisting of the following *in pdf format*:

1. Resume;
2. Electronically-signed State of Texas Job Application for employment;
(see www.twc.state.tx.us/jobs/gvjb/stateapp.pdf).
3. Three (3) references; and
4. Cover Letter:

Email completed applications 1stHR@txcourts.gov. Any questions regarding the positions should also be sent to 1stHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The First 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. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.