



**FOURTH COURT OF APPEALS  
San Antonio, Texas  
JOB VACANCY NOTICE**

**State Job Title: Law Clerk II (Briefing Attorney)  
Annual Salary: \$55,000**

**Closing Date: Until Filled  
Location: San Antonio, Texas**

**GENERAL JOB DESCRIPTION:**

The position requires assisting with resolving complex substantive and procedural issues, preparing pre-submission memoranda, and ensuring compliance with appellate rules and procedures in order to facilitate the flow of cases through the Court. This position requires an applicant who possesses excellent legal research, writing, and analytical skills. Some latitude is given for the use of initiative and independent judgment. Will be working under the direct supervision of Justice Rebeca C. Martinez.

**ESSENTIAL JOB FUNCTIONS:**

Conducts manual and computer-assisted electronic legal research in analyzing sources such as statutes, judicial decisions, legal articles, treaties, constitutions, legal codes, and rules of procedure. Prepares pre-submission memoranda in civil and criminal appeals. May assist in reviewing pre- and post-submission motions and making recommendations on their disposition, as appropriate. May assist in the initial screening of appeals for jurisdictional deficiencies and procedural compliance. Participates in pre- and post-submission case conferences and orally presents analysis of issues. Attends and evaluates the presentation of oral argument. Reviews current developments in criminal and civil law. Performs administrative duties as assigned. Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

Must have graduated from an accredited law school with a J.D. degree. Must be licensed in the State of Texas or awaiting bar results.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of legal principles in criminal and/or civil areas. Excellent legal research, writing, analytical, and decision-making skills. Proficient computer and typing skills. Ability to communicate clearly and effectively, both orally and in written form.

**APPLICATION PROCEDURES:**

Please send a signed state employment application, a resume, a list of references, and an original and one copy of a writing sample. A transcript of grades and recommendation letters are optional. The state employment application may be accessed at <http://www.twc.state.tx.us>

Mail to Keith E. Hottle, Clerk of Court, Fourth Court of Appeals, Cadena-Reeves Justice Center, Suite 3200, 300 Dolorosa, San Antonio, Texas 78205-3037.

**EMPLOYMENT EFFECTIVE:** This is a full-time term position effective September 1, 2019 and ending August 31, 2020.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 51JX; 92J0; 51; RI; Army: 27A, 27; Marine Corps: 4402; 44; Coast Guard: LGL10; 04; Navy: 250X; 655x. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at <https://www.onetonline.org/crosswalk/MOC/>

The Fourth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment or 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 Luz Estrada, Chief Deputy Clerk.