



JOB VACANCY NOTICE

Posting Date:	December 22, 2020	Closing Date:	Until Filled
State Job Title:	Court Law Clerk I	FLSA Status:	Prof-Exempt
Agency Job Title:	Law Clerk	Location:	Austin, TX
Salary Range	\$ 56,540.04	Type of Job:	Full Time
Contact Person:	Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551		
Job Description:	See attached description.		

There is a vacancy in the Court of Criminal Appeals for a Court Law Clerk.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should apply at Workintexas.com. If applying by mail, send a letter, a State employment job application form, a resume, and a writing sample to the office of Deana Williamson, Clerk, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711.

Personal interview will be conducted only upon invitation by the Court.

This organization participates in E-Verify.

**COURT LAW CLERK I
CLASS NO. 3610
SALARY GROUP B18**

JOB DESCRIPTION

GENERAL DESCRIPTION

Performs complex (journey-level) legal research and analysis work within the judiciary system. Work involves conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares and/or reviews legal opinions, briefs, proposals, and reports.
Conducts legal research on issues involved in cases before the court.
Reviews legal briefs, clerks' records, reporters' records, and motions filed in submitted cases.
Attends the presentation of oral arguments.
May review cases for jurisdictional deficiencies and procedural compliance.
May assist in editing of opinions.
May assist judges in preparing for oral arguments.
May train others.
Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal research and writing on a law review, journal, or place of employment.
Graduation from an accredited law school with an LBB or JD degree.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; and of laws, regulations, and rules relating to the court.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to train others.

Registration, Certification, or Licensure

Required to have taken the State of Texas bar examination.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position.

Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

27A, LN, 250X, 655X, LGL10, 4402, 5J0X1, 51JX, 92J0

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf