



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: August 1, 2019

Closing Date: Until filled

Job Listing Identification Number: 3130870

State Class. No. and PayGroup: 3505/B27

State Job Title: Attorney V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Court of Appeals Staff Attorney

Location: Austin, Texas (See Remarks)

Monthly Salary Range: \$6,363.00 - \$9,083.34

Type of Job: Full Time Part Time

Remarks: May office in any of the fourteen courts of appeals as agreed upon by the selected applicant and the Chief of the Council of Chief Justices. (Court addresses are available at www.txcourts.gov.) Position may require occasional travel to the various courts of appeals - @5-10%.

Travel Required: (See Remarks) No

Job Description: Performs highly complex legal work under limited supervision with considerable latitude for the use of initiative and independent judgment. Work involves drafting advanced appellate legal memoranda requiring extensive legal research and in-depth analysis and providing legal advice and counsel. This attorney will work under the supervision of the Chief of the Council of Chief Justices and be available to perform work for the State's fourteen intermediate courts of appeals as needed.

Essential Job Functions:

- Conduct manual and computer-assisted legal research.
- Analyze statutes, judicial decisions, and other legal resources.
- Prepare memoranda and proposed orders and opinions in civil and criminal appeals.
- Participate in pre- and post-submission conferences.
- Perform related work assigned.

Minimum Qualifications:

- Graduation from an accredited school of law.
- Licensed to practice law in the State of Texas for a minimum of 5 years.
- Knowledge of legal principles in civil and criminal law.
- Exceptional legal research and writing skills.
- Excellent knowledge of the Texas Rules of Appellate Procedures, *The Bluebook, A Uniform System of Citation*, and *The Greenbook, Texas Rules of Form*.

- The ability to identify, analyze, and present issues clearly and effectively, both orally and in writing.
- Proficiency in computer research and word processing.
- The ability to prepare, plan, and organize a diverse workload.

Preferred Qualifications:

- Previous experience as an appellate attorney, court briefing attorney, or court staff attorney.
- Top 20% law school graduating class standing.
- Service on law review/law journal.
- Moot court/mock trial experience.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Note:

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, 250X, LGL10, 04, 4402, 4410

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply:

Submit a complete application through Work in Texas at www.workintexas.com.

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Not all applicants will be interviewed. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.