



## FOURTH COURT OF APPEALS

San Antonio, Texas

### JOB VACANCY NOTICE

**State Job Title: Attorney IV**  
**Starting Salary: \$97,527**

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

#### **GENERAL JOB DESCRIPTION:**

The Court seeks a Staff Attorney to produce advanced appellate work requiring extensive legal research, in-depth analysis, preparation of legal memoranda, and legal advice and counsel. This attorney will work with Justice Patricia O'Connell Alvarez. This position will remain open until filled.

#### **ESSENTIAL JOB FUNCTIONS:**

The attorney hired will: conduct legal research; analyze statutes, judicial precedent and other legal sources; prepare memoranda and proposed orders and opinions in civil and criminal appeals; participate in pre- and post-submission conferences; and, maintain the chambers' docket.

#### **MINIMUM QUALIFICATIONS:**

Candidates must possess: a license to practice law in the State of Texas for at least 10 years; knowledge of legal principles in civil and criminal law; exceptional legal research and writing skills; excellent knowledge of the Texas Rules of Appellate Procedure, the Texas Rules of Civil Procedure, the Texas Rules of Criminal Procedure, *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; and the ability to prepare, plan, and organize a diverse workload.

#### **QUALIFICATIONS:**

The candidate must have previous experience as an appellate and trial attorney or as a court staff attorney.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 92J0; 51J1; 51J3; 51J4; Army: 27A, 27B, Marine Corps: 4402. 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/>.

#### **APPLICATION PROCEDURES:**

Applicants must submit: (1) a State Job Application form (see <https://www.workintexas.com>), (2) a writing sample, (3) a curriculum vitae or resume, and (4) a list of three references (with phone number) via hand delivery or USPS to:

Elizabeth Montoya  
Legal Assistant  
Fourth Court of Appeals  
300 Dolorosa, Suite 3200  
San Antonio, TX 78205-3037

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 accommodation needed during the application process should be communicated by the applicant to the Ms. Elizabeth Montoya, Legal Assistant of the Fourth Court of Appeals.