

SUPREME COURT OF TEXAS
LEGAL ASSISTANT III

Provide advanced, complex legal and administrative support related to the Supreme Court's rule-making function. Review, organize, and maintain all rule submissions and public comments. Draft Court orders and correspondence and update website upon adoption and amendment of rules. Conduct legal, legislative, and rules history research. Respond to inquiries from judges, court clerks, court-related entities, and the public concerning the Court's rules. Track and compile rule-related legislation during the legislative session. A successful candidate will demonstrate keen attention to detail, strong organizational and computer skills, dependability in handling confidential matters, and the ability to communicate with the public and court personnel in a pleasant and effective manner. Prefer candidates with a four-year degree and certification as a legal assistant or paralegal. Familiarity with the Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, and other court rules a plus. May occasionally require evening and weekend work. A hybrid work arrangement involving some in person and some remote work may be available for this position, but some in person work is required.

Salary range \$58,000-64,500. Application period open until filled.

Send State of Texas employment application, résumé, and references to Jaclyn Daumerie via electronic mail at rulescomments@txcourts.gov. No phone calls please.

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