



**COURT OF APPEALS
EIGHTH DISTRICT OF TEXAS**

EL PASO COUNTY COURTHOUSE, SUITE 1203
500 E. SAN ANTONIO AVE.
EL PASO, TEXAS 79901-2408
(915) 546-2240 FAX (915) 546-2252

Chief Justice
Yvonne T. Rodriguez

Justices
Gina M. Palafox
Jeff Alley

Clerk
Elizabeth G. Flores

Chief Staff Attorney
Kirk Cooper

December 17, 2021

JOB VACANCY NOTICE

Salary: \$2,320. - \$3,000. per month (salary commensurate with licensure and experience)

Position available: January 2, 2022 (subject to change)

Close date: when filled

The Eighth Court of Appeals is now accepting applications for a Legal Secretary I – Legal Secretary II. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy. The position is full time (40 per week). The attached Job Description sets out the job functions and qualifications.

To apply, applicants must hand-deliver or mail a State Application for Employment Form and resume to: Elizabeth G. Flores, Clerk of the Court, 500 E. San Antonio Ave., Rm. 1203, and El Paso, Texas, 79901. The application is available from the Texas Workforce Commission at <http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. Interviews will be held by invitation only.

This employer participated in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, The Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Note: The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 27OA, LN, 4400, 4430, 5J0X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf. The Court is an equal opportunity employer and does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

LEGAL SECRETARY I or LEGAL SECRETARY II

GENERAL DESCRIPTION

The Legal Secretary I is employed by the Court and performs complex and difficult legal tasks under the close supervision of the Chief Justice and Justices of the Court. Work involves researching, analyzing, and drafting routine and complex appellate documents and assisting the appellate judiciary with successful case management. This work is performed with considerable latitude for independent judgment and initiative concerning priorities, methods, and legal procedures to accomplish assigned duties and to select proper courses of action.

EXAMPLES OF PRIMARY WORK PERFORMED:

- Checks quotations, footnotes, and references for accuracy, grammar, punctuation, and sentence structure.
- Prepares appellate judgments and orders.
- Forwards published opinions to national legal publishers for inclusion in the national reporter system and releases published opinions to legal publishers for publication.
- Reviews for correctness pre-publication documents for national legal publishers.
- Assembles exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review, including preparation of certified documents and preparation of transcript of minute book proceedings in the appellate court.
- Prepares mandates for issuance to lower courts for enforcement of appellate decisions.
- Prioritizes case files and updates pending case list for assigned judge.
- Accepts appellate documents for filing.
- Maintains case management system for post-submission appellate documents (and pre-submission if necessary).
- Maintains index of memoranda, draft, and/or proposed opinions for utilization by judiciary in conference or presentation of appellate argument.
- Maintains annual compilation of appellate decisions.
- May review correspondence.

- Occasionally, researches and analyzes sources such as statutes, administrative records, judicial decisions, evidence, articles, depositions, treaties, legal codes, land titles, and abstracts and regulations for inclusion in appellate opinions.
- Familiarity and/or checking legal citations helpful.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience, Training and Education

Experience in legal assistance/paralegal work or as an legal/appellate secretary is a plus. Graduation from an accredited four-year college or university with major course work in law or related field will be considered. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Working knowledge of legal terminology, research methods and techniques; working knowledge of the preparation and use of appellate documents, or administrative and court procedures of relevant laws and of appellate practices and procedures. Strong grammar and proofreading skills, and a great attention to detail. Ability to follow instructions and coordinate work; to quickly evaluate findings and relate them to the case in question. Must possess skill in the use of office equipment, including computers, copiers, and scanners. Familiarity with Microsoft Word, WestlawNext, Excel, and Adobe Acrobat is preferred. Ability to maintain confidentiality in all legal matters is essential.