



BRIAN QUINN  
Chief Justice

JUDY C. PARKER  
Justice

LAWRENCE M. DOSS  
Justice

## Court of Appeals

Seventh District of Texas  
Potter County Courts Building  
501 S. Fillmore, Suite 2-A  
Amarillo, Texas 79101-2449  
[www.txcourts.gov/7thcoa.aspx](http://www.txcourts.gov/7thcoa.aspx)

BOBBY RAMIREZ  
Clerk

MAILING ADDRESS:  
P. O. Box 9540  
79105-9540

(806) 342-2650

### JOB VACANCY NOTICE STAFF ATTORNEY

<b>State Job Title:</b>	Attorney IV
<b>Salary Range:</b>	\$76,356 - \$106,000 (commensurate with experience)
<b>Target Start Date:</b>	October 15, 2022 (or earlier)
<b>Closing Date:</b>	Until Filled
<b>Location:</b>	Amarillo, Texas
<b>Class Code:</b>	3505

The Seventh District Court of Appeals is now accepting applications for a staff attorney position. The state job title is Attorney IV. Applications will be accepted until the position is filled. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

#### **General Job Description**

The staff attorney assists with the preparation of opinion drafts and legal memoranda to the Court. This position involves highly advanced and complex legal research and writing, coupled with other court related tasks assigned by the supervising justice, chief justice, or the Court.

#### **General Qualifications**

Applicant must be a licensed Texas attorney with a minimum of five (5) years' legal practice in the State of Texas. The applicant must also have exceptional credentials; excellent analytical and research skills; knowledge of legal principles in civil and criminal law or the ability to discover them through research; knowledge of the Texas Rules of Appellate Procedure and rules of citation form; and the ability to communicate effectively, both orally and in writing. The ability and willingness of an applicant to commence working within three weeks of selection is preferred.

## **Application Procedures**

To apply, applicant must **mail** (a) a cover letter, (b) a resume, (c) a writing sample, (d) the State of Texas Application for Employment form, and (e) the name of two references to the following address:

Bobby Ramirez  
Clerk of the Court  
Seventh Court of Appeals  
P.O. Box 9540  
Amarillo, TX 79105

The State of Texas Application form is available at:

<https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

Interviews will be by invitation only.

## **Notes**

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, 250X, LGL10, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, 51JX, 92J0. 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](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

The Seventh Court of Appeals is an equal opportunity employer and does not discriminate on the 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, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court. The Court participates in E-Verify.