

**Twelfth Court of Appeals
State of Texas
Job Vacancy Notice Staff Attorney**

Position Available: Staff Attorney (Full-time position, 40 hours per week)
Location: Tyler, Texas
Opening Date to Submit Applications: October 28, 2022
Application Deadline: Until filled
Position Available: December 1, 2022

Position Attractions:

Staff attorneys at the Twelfth Court of Appeals assist in the research, analysis and resolution of legal issues that affect lives and influence Texas Jurisprudence. The Court's knowledgeable and dedicated justices, friendly, competent staff, and comfortable surroundings enhance this intellectually challenging and stimulating work experience. Staff attorneys at the Twelfth Court of Appeals are important members of a judicial team committed to the highest standards of judicial excellence. *(State Benefits after a minimum of 90 days.)*

General Responsibilities:

This position requires intensive legal research and analysis of complex legal and factual issues, the preparation of well-organized, carefully crafted legal memoranda and draft opinions under the direction of the Court's justices, attendance at oral arguments, and participation during pre and post-submission conferences with the justices.

Prerequisite Qualifications:

- An active Texas Law License
- Law journal or acceptable alternative writing experience
- At least 3 years legal experience as a licensed attorney
- Proficient in computer and word processing skills
- Experience using internet legal research sources, e.g. Westlaw
- The ability to communicate clearly and effectively; prioritize work assignments; follow instructions; and meet deadlines with minimal supervision
- Prior appellate court experience is preferred

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 27B, 27, 250X, LGL10, 04, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 44, 51JX, 92J0, 51, RI. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

**Twelfth Court of Appeals
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October 28, 2022
Page 2**

Application Procedures:

Submit the following items by mail, delivery service or in person to the Clerk of the Court (*faxed or emailed applications will not be accepted*)

- Completed State Job Application (www.twc.state.tx.us/jobs/gvjb/stateapp.pdf)
- Resume with complete history of employment and a list of personal references
- A brief writing sample (no more than 10 pages)
- Law school transcript (a certified copy may be submitted at a later date)

Mail To: Katrina McClenny, Clerk of the Court
Twelfth Court of Appeals
1517 W. Front Street, Suite 354
Tyler, Texas 75702

Interviews: By invitation only

The Twelfth Court of Appeals participates in E-Verify. The Twelfth Court of Appeals does not discriminate on the basis of race, color, 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 Clerk of the Court.