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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 07/25/2024

**Job Listing Identification Number:** 00043555

**State Job Classification:** Attorney IV

**Functional Title:** Business Court Staff Attorney

**Monthly Salary:** \$9,583.34 - \$10,000.00

**Remarks:** This position will serve as the Staff Attorney for Judge William "Bill" Whitehill of the First Business Court Division located in the Collin County/Dallas County area. Salary commensurate with experience and education.

**Closing Date:** 09/06/2024

**State Class. No. and Pay Group:** 3505/B28

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Location:** Collin/Dallas County

**Type of Job:** ☒ Full Time ☐ Part Time

**Travel Required:** ☒ Yes ☐ No

### Job Description:

The Business Court Staff Attorney performs advanced (senior-level) legal work for the Texas Business Court. They will work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Reviews Business court records and filings to assist judges in resolving issues presented in Business Court proceedings.
- Conducts electronic legal research and, when necessary, manual research.
- Analyzes statutes, judicial decisions, and other legal sources.
- Assesses cases for jurisdictional issues and attending to special problems and administrative matters.
- Consults with members of the Court in connection with the disposition of substantive and procedural issues, formulating recommendations to the judge, and preparing memoranda and initial drafts of proposed rulings and opinions.
- Assists with review of motions and preparation of separate writings and related work, as assigned.
- Assists judge in preparation for Court proceedings, including making oral presentations addressing Business Court points, and attending Court proceedings.
- Reviews petitions, pleadings and motions and makes recommendations to judge as required.
- Assists in processing the work of the Court, observing its rules, following its processes and procedures, and adhering to the confidentiality policy set by the Business Court.
- Performs related work as assigned.

### Minimum Qualifications:

- Graduation from an accredited law school with a Juris Doctor (JD) degree.
- Member in good standing of the State Bar of Texas.

- Three (3) years' experience as a practicing attorney.

**Preferred Qualifications:**

- Previous court experience.
- Experience on a law review, law journal, or other publication.
- Trial, moot court and/or mock trial experience.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of general legal principles.
- Knowledge of the Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- Ability to identify, analyze, and resolve legal and procedural issues and to present findings and conclusions, both orally and in writing.
- Excellent legal-research skills, including a proficiency in computer research and cite checking.
- Excellent legal writing, editing, and proofing skills.
- Word processing skills.
- Ability to prepare, plan, and organize work, and to communicate clearly and effectively.

**Employment Conditions:**

- Regular attendance required.
- Travel may be required.
- Sit for long periods of time.
- Requires some lifting, up to 20 pounds.
- Requires operation of a motor vehicle to conduct agency business.
- Adhere to the Court's policies and procedures.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army - 27A Army Judge Advocate General's Corps Attorney; Navy - 250X SC - Judge Advocate General Corps; Coast Guard - LGL10 Legal; Marine Corps - 4402 Judge Advocate; Air Force - 51JX Judge Advocate; Space Force - No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, 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)

**To Apply:** All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on [www.WorkinTexas.com](http://www.WorkinTexas.com). Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.