



## THIRD COURT OF APPEALS

### JOB VACANCY NOTICE

**Job Posting ID:** 16721080

**Closing Date:** Until Filled

**Requires Supervisory Exp.:** No

**Agency Job Title:** Attorney IV

**Yearly Salary Range:** \$112,500 – \$125,025

**Employer Posting No:** 223-24-02

**Status:** Open

**Openings Filled:** 0 of 1

**Location:** Austin, Texas

**Workweek:** Full Time-40hrs

#### **Job Description:**

The Court of Appeals, Third District of Texas, is accepting applications for a staff attorney position for Justice Chari L. Kelly. A staff attorney's primary duties are to assist the Court by providing legal research, legal analysis, and written product that includes draft opinions and judgments, as well as performing related tasks like reviewing appellate briefs and records. A staff attorney may also be called upon to attend oral arguments, review and screen original proceedings and motions, keep abreast of current developments in the law, and assist the Clerk in his administrative duties.

#### **Job Requirement:**

- Applicants must be currently licensed to practice law in Texas, preferably have at least two years of practice experience, and have a strong background in appellate procedure, legal research, and writing. Law review/journal experience, judicial clerkships, or similar research and writing-intensive background is preferred.
- Prior experience as an appellate staff attorney is strongly preferred. Experience in civil law and administrative procedure is also preferred.
- A strong work ethic, exacting analytical skills, attention to detail, and clarity and precision in thinking and writing are essential.
- Graduation from an accredited law school with a Bachelor of Laws or a Juris Doctor degree.

#### **Related Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

- Benefits:**
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| 1. Flexible Work Schedule                         | 6. Pre-Tax Programs for Child and Health Care |
| 2. Medical/Health Insurance Plan                  | 7. Retirement Plan                            |
| 3. Other Insurance Plan                           | 8. Sick Leave                                 |
| 4. Other Paid Leave                               | 9. Vacation Leave                             |
| 5. Professional Development/Tuition Reimbursement |   |

**Additional Pay Details:** State-paid health insurance effective after a 60-day waiting period if not currently employed by the State.

For a complete listing see [www.twc.state.tx.us](http://www.twc.state.tx.us)

The employment application form can be downloaded from WorkInTexas.com at:  
[https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV\\_JOB\\_BANK](https://wit.twc.state.tx.us/WORKINTEXAS/wtx?pageid=GOV_JOB_BANK)

To apply, email a state job application, resume, references, writing sample, and law school transcript (if graduated 2019 or after) to Jeffrey D. Kyle, Clerk, Third Court of Appeals, [3rdcoa-application@txcourts.gov](mailto:3rdcoa-application@txcourts.gov). Documents should be combined into one PDF file and the agency job title should be referenced in the subject line of the email.

Personal interviews will be conducted by invitation only.

The Third 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, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the court clerk.