



**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  
Jeff Alley

Justices  
Gina M. Palafox  
Lisa J. Soto

Clerk  
Elizabeth G. Flores

**September 13, 2024**

**JOB VACANCY NOTICE  
STAFF ATTORNEY  
(Possibility of Remote Work or in Hybrid Form)**

**Salary Range: \$8,333 to \$10,416 per month** (depending on experience)

**Estimated Start Date: October 1, 2024** (subject to change)

**Close date: Until filled**

The Eighth Court of Appeals in El Paso, Texas is now accepting applications for a full-time staff attorney for Justice Gina M. Palafox's chambers. A staff attorney's primary duties are to assist the Court by providing legal research, legal analysis, and written work product that includes draft opinions, as well as performing related tasks such as reviewing appellate motions and records. A staff attorney also attends oral arguments, keeps abreast of current developments in the law, and assists the Court with administrative duties.

Applicants must be currently licensed to practice law in Texas and have graduated from an ABA-accredited law school. Law review experience and a strong background in appellate practice are preferred. All qualified candidates are welcome to apply. **The position may involve remote or hybrid work depending on the experience and qualifications of the candidate as well as their demonstrated the ability to work independently.**

HOW TO APPLY: Applicants must email (1) a cover letter that indicates which chambers they are applying for, (2) a State of Texas Application for Employment, (3) resume, (4) three references, and (5) two writing samples (as well as a law school transcript if licensed for less than three years) to:

Elizabeth G. Flores, Clerk of the Court  
[elizabeth.flores@txcourts.gov](mailto:elizabeth.flores@txcourts.gov)

The application is available from the Texas Workforce Commission at [State of Texas Application for Employment](#)

**Interviews will be by invitation only.**

**Note:** The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, 250X, LGL10-11, 4402, 4405-4411, 4417, 51JX, and 92J0. 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](http://www.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.

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**COURT OF APPEALS EIGHTH DISTRICT OF TEXAS**  
**Attorney**  
**(Senior or Staff Attorney)**

**General Description:**

Assists the appellate court in resolving complex substantive and procedural issues, prepares pre-submission memoranda, proposed draft opinions, judgments, and orders, and ensures compliance with appellate rules and procedures to facilitate the flow of cases through the Court. This position requires exceptional management, legal research, writing, analytical, and oral communication skills. Duties include other assignments such as working with and assisting other attorneys or staff members, as necessary. Within the assigned judicial chambers, this attorney assists in providing supervision and training of law clerks and legal assistants to include reviewing proposed draft opinions, reports, papers or other court records for clarity, completeness, accuracy, and conformance with policies of the Court. This staff attorney works under the general supervision of the assigned justice with considerable latitude for the use of initiative and independent judgment.

**Duties, Tasks and Assignments:**

Conducts manual and computer-assisted electronic legal research in analyzing sources such as statutes, judicial decisions, legal articles, treaties, constitutions, legal codes, and rules of procedure.

Interprets substantive and procedural law and rules.

Prepares pre-submission memoranda, proposed draft opinions, judgments, and orders in civil and criminal appeals and/or original proceedings.

Reviews and screens original proceedings and motions for the purpose of making recommendations on their disposition, and prepares drafts of proposed opinions, judgments, or orders, as appropriate.

Reviews pre- and post-submission motions, makes recommendations on their disposition, and draft proposed opinions or orders, as appropriate.

Conducts initial screening of appeals for jurisdictional deficiencies and procedural compliance.

Participates in pre- and post-submission case conferences, presents analysis of issues.

Attends and evaluates the presentation of oral argument.

Advises the assigned justice, the administrative staff and other legal staff members on appellate, procedural, and substantive legal issues upon request, or as necessary. Within the assigned judicial chambers, reviews and edits work of law clerks and other staff when requested.

Reviews proposed draft opinions, reports, papers or other court records prepared by the legal staff for clarity, completeness, accuracy, and conformance with policies of the Court.

Reviews current developments in criminal and civil law.

Provide general counsel to assigned justice, as requested.

Routes proposed draft opinions, judgments and orders to superiors for appropriate action.

**Administrative:**

Performs administrative duties as assigned.

**Qualifications:**

**Experience and Education and Licensure**

Law Review and a strong background in appellate procedure, legal research and writing, is preferred. However, all qualified candidates are welcome to apply. Graduation from an accredited law school with an LL.B. or J.D. degree. Must possess license to practice law in the State of Texas.

**Knowledge, Skills, and Abilities**

Knowledge of legal principles in criminal/civil areas and appellate procedure. Exceptional management, legal research, writing, analytical, and decision-making skills. Proficient computer and typing skills. Knowledge in the interpretation and application of substantive and procedural law and rules. Ability to communicate clearly and effectively, both orally and in writing and to plan and organize work with a minimum supervision. Knowledge of appellate court policies and procedures and their implementation. Ability to direct and supervise the work of others.