



**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 26, 2024

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

Salary Range: \$8,333 to \$10,334 per month (depending on experience)

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

Close date: Until filled

The Eighth Court of Appeals, El Paso, Texas, is now accepting applications for a full-time central staff attorney. A central staff attorney's primary duties are to assist the Court by providing legal research, legal analysis, and written product that includes draft opinions, as well as performing related tasks like reviewing appellate motions and records. A central staff attorney may also be called upon to attend oral arguments, keep abreast of current developments in the law, and assist the Court with administrative duties. A central staff attorney works closely with all three justices on the Court.

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

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, 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

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.

COURT OF APPEALS EIGHTH DISTRICT OF TEXAS

Central 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. This attorney helps review proposed draft opinions, reports, papers or other court records for clarity, completeness, accuracy, and conformance with policies of the Court. This staff attorney works closely with all justices on the Court with considerable latitude for 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 certain civil appeals, criminal appeals, and original proceedings.

Reviews and screens original proceedings and motions to make 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 drafts 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 and leads discussion.

Attends and evaluates the presentation of oral argument.

Advises the justices, the administrative staff and other legal staff members regarding appellate, procedural, and substantive legal issues upon request, or as necessary.

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.

Provides general counsel to justices, as requested.

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

Administrative:

Develops and maintains effective management methods for disposition of cases on appeal.

Assists the administrative staff in responding to *pro se* litigants, as requested.

Writes technical, informative, or operational reports and papers, or works on special projects on behalf of the chief justice.

Performs administrative duties as assigned.

Qualifications:

Experience and Education and Licensure

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

Knowledge, Skills, and Abilities

Knowledge of legal principles in criminal/civil areas of law 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 ability 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.