



**FOURTH COURT OF APPEALS
San Antonio, Texas
JOB VACANCY NOTICE**

State Job Title: Law Clerk II (Briefing Attorney)
Filled Annual Salary: \$54,000 - \$87,046

Closing Date: Until
Location: San Antonio, Texas

GENERAL JOB DESCRIPTION:

A Court Law Clerk II performs advanced (senior-level) legal research and analysis work. The position requires assisting with resolving complex substantive and procedural issues, preparing pre-submission memoranda, and ensuring compliance with appellate rules and procedures to facilitate the flow of cases through the Court. The position will work under the supervision of **Justice Elect Todd McCray**, and assist the supervising justice in preparing for oral argument, reviewing cases for jurisdictional deficiencies and procedural compliance, and participate in the preparation of legal memoranda and editing of opinions. This position requires an applicant who possesses excellent legal research, writing, and analytical skills. Some latitude is given for the use of initiative and independent judgment. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead or supervisory role, and may oversee or coordinate work for others.

ESSENTIAL JOB FUNCTIONS:

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. Prepares pre-submission memoranda in civil and criminal appeals and original proceedings. May assist in reviewing pre- and post-submission motions and making recommendations on their disposition, as appropriate. May assist in the initial screening of appeals for jurisdictional deficiencies and procedural compliance. Participate in pre- and post-submission case conferences and orally presents analysis of issues. Attends and evaluates the presentation of oral argument. Reviews current developments in criminal and civil law. Performs administrative duties as assigned. Performs related work as assigned. Ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

Must have graduated from an accredited law school with an L.L.B. or J.D. degree. Must be licensed in the State of Texas or, at a minimum, must be a candidate to sit for the Texas bar examination within six months of hire. Excellent knowledge of the Texas Rules of Appellate Procedure, *The Bluebook*, *A Uniform System of Citation*, and *The Greenbook*, *Texas Rules of Form*.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of legal principles, practices, and proceedings in criminal and/or civil areas; and laws, regulations and rules relating to the Court. Excellent legal research, writing, analytical, and decision-making skills. Skill in using logic and reasoning to identify strengths weaknesses of alternative solutions, conclusions, and approaches to problems. Proficient computer and typing skills; applicable software; applicable legal reference materials. Ability to communicate clearly and effectively, both orally and in written form; and to provide guidance to others.

APPLICATION PROCEDURES:

Applicants must submit: (1) a State Job Application form (see <http://www.twc.state.tx.us>); (2) a writing sample; (3) transcript of grades; and (4) a list of three references via email to Ms. Elizabeth Montoya at Elizabeth.Montoya@txcourts.gov. Applicants are encouraged to submit a cover letter and résumé.

EMPLOYMENT EFFECTIVE:

This is a full-time term position, with an effective start date on upon hire or as otherwise agreed and ending August 31, 2025.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 92J0; 51J1; 51J3; 51J4; Army: 27A, 27B, Marine Corps: 4402. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application to receive preference. Additional Military Crosswalk information can be accessed at: <https://www.onetonline.org/crosswalk/MOC/>.

The Fourth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, 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 Chief Deputy Clerk.