JOB VACANCY NOTICE

Posting Date:	December 4, 2024	**Closing Date**:	Until Filled
State Job Title:	Attorney IV	**FLSA Status**:	Prof-Exempt
Agency Job Title:	Staff Attorney	**Location:**	Austin, TX
Salary Range	$136,710.00	**Type of Job:**	Full Time

Contact Person: Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551

Job Description: See attached description.

There is a vacancy for a staff attorney position to a Judge of the Texas Court of Criminal Appeals.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should email a letter, resume, and a completed State of Texas job application to Deana Williamson, Clerk of the Court, Court of Criminal Appeals, at ccaapplications@txcourts.gov.

Personal interview will be conducted only upon invitation by the Court.

The Court of Criminal Appeals is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the court or agency. This organization participates in E-Verify.

ATTORNEY IV
CLASS NO. 3505
SALARY GROUP B28

JOB DESCRIPTION

GENERAL DESCRIPTION

Performs advanced (senior-level) attorney work. Work involves planning and organizing cases; interpreting laws, rules, and regulations; preparing legal documents; and rendering legal advice and counsel. May train or supervise others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Advises staff on legal matters and on the interpretation and application of laws, rules, and regulations.

Prepares legal opinions, proposals, and reports.

Performs research for policy and process questions.

Investigates alleged law violations and prepares reports of findings.

Assists in preparing opinions on appeals of decisions and rulings.

Assists in planning and organizing work assignments.

May research, draft, or assist in drafting bills and amendments for legislative consideration.

May train or supervise others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

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

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; state and federal laws, rules, and regulations; and agency administrative rules and regulations.

Skill in legal research, writing, and analysis; the use of a computer and applicable software; using reasoning and logic; identifying and solving complex problems; prioritizing workloads; negotiation skills; and using judgment to identify courses of action.

Ability to plan and organize work, prepare opinions and briefs, interpret and apply laws and rules, communicate effectively, and train and/or supervise the work of others.

Basic Computer Skills

Word Processing Software (Word, WordPerfect, etc.)
Email Software (Outlook, etc.)
Internet Browser (Internet Explorer, etc.)
Peripheral Devices (Scanners, Printers, etc.)

Registration, Certification, or Licensure

Must be licensed as an attorney by the State of Texas.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position.
Applicants must fully complete the summary of military experience applicable to the position to determine
if minimum qualifications are met.
27A, 250X, LGL10, LGL11, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, 51JX, 92J0
Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf