



**FIFTH DISTRICT COURT OF APPEALS  
JOB VACANCY NOTICE**

**Staff Attorney – Full Time, Hybrid**

<b>State Job Title: Staff Attorney</b> <b>Closing Date: When Filled</b> <b>Posting Number: 225-24-PL9-MGL</b>	<b>Salary Range: up to \$120,685.00</b> <b>Location: Dallas, TX</b> <b>Position Available: January 2, 2025</b>
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The Fifth Court of Appeals in Dallas is accepting applications for a full-time, hybrid staff attorney position. The Fifth District Court of Appeals has intermediate appellate jurisdiction of both civil and criminal cases appealed from the district and county courts in the counties that make up the Court's District (Dallas, Collin, Kaufman, Rockwall, Grayson, and Hunt).

**POSITION SUMMARY**

In this role, you will perform advanced appellate legal work. You will provide the justice with critical support by conducting legal research, providing legal analysis, preparing draft legal opinions, judgments, orders, and memoranda, and reviewing appellate briefs and records. At the justice's discretion, a staff attorney may attend oral arguments and judicial panel conferences relating to the disposition of a case, review original proceedings and motions, track current developments in the law, and assist with administrative duties. Successful candidates for this position should possess good judgment and strong analytical skills, the ability to work independently and collaborate with colleagues, and the capability to handle confidential and sensitive matters in adherence with the Texas Code of Judicial Conduct and other rules of confidentiality and ethics.

**Required Qualifications:**

- Graduate of an accredited law school with a Juris Doctorate (JD)
- Licensed to practice law in Texas
- A member in good standing with the State Bar of Texas
- Knowledge of legal principles, practices, and proceedings
- Knowledge of state laws, rules, and regulations
- Excellent legal research, writing, and analysis skills
- The ability to interpret and apply statutory and case laws
- Knowledge of the Texas Rules of Appellate Procedure, the Texas Rules of Civil Procedure, the Texas Rules of Criminal Procedure, *The Bluebook*, *A Uniform System of Citation*, *Texas Rules of Form: The Greenbook*, and *Texas Law Review: Manual on Usage & Style*

**Preferred Qualifications:**

- At least six years of experience as a practicing attorney
- Strong background in legal research, writing, and appellate procedure
- Prior experience as an appellate staff attorney
- Law review or law journal experience, judicial clerkships, or similar experience

**Benefits:**

- State-paid health with prescription drug coverage and life insurance plans for you
  - Optional health, dental, and vision insurance for family members
  - Optional life insurance for you and your dependents
- Tax-advantaged flexible spending/savings accounts for health and dependent care
- Optional short- and long-term disability insurance for you
- Voluntary AD&D insurance
- State retirement plan (ERS)
- TexaSaver 401k/457 plans
- Longevity pay
- Flexible work schedule (Hybrid, telework may be available)
- Paid Federal and State holidays
- Paid covered parking
- Employment Assistance Program
- Discount Purchase Program

**HOW TO APPLY**

Your application package must contain:

- (1) [State of Texas Job Application](#);
- (2) Resume or curriculum vitae.
- (3) Law school transcript (Unofficial Transcript ok to file with application)
- (4) Writing sample
- (5) Minimum of 3 professional/personal References.

Submit your application via mail or email to:

**Myrna Gasc**  
**Court Business Administrator**  
**George L. Allen Sr. Courts Bldg.**  
**600 Commerce Street, Ste 200,**  
**Dallas, TX 75202**  
[myrna.gasc@txcourts.gov](mailto:myrna.gasc@txcourts.gov).

***Incomplete packages will not be considered.*** Military Occupational Specialty Codes 27A & 250X. Please call for reasonable workplace accommodations. 214-712-3417. **EOE/AA**