



## THIRTEENTH COURT OF APPEALS JOB VACANCY NOTICE

Internal Job Title: Staff Attorney  
State Classification: Attorney IV (B28)  
Deadline: Until filled  
Estimated Start Date: January 2025  
Locations: Corpus Christi or Edinburg, Texas  
Salary: \$110,000- \$131,460/per year (depending on qualifications)

The Thirteenth District Court of Appeals seeks applicants for the position of Staff Attorney assigned to Justice Fonseca's chambers at either the Edinburg or Corpus Christi office of the Court.

**Essential Job Functions:** Staff attorneys assist their assigned Justice with legal research, analysis, and writing. Staff Attorneys perform highly complex legal research, analysis, and writing. Staff attorneys may supervise the work of others and work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Duties include researching and writing memoranda on appeals and/or original proceedings and participating in case conferences. Duties also may include related work such as making recommendations on motions and performing routine administrative duties, as required. Performs related work as assigned.

**Minimum Qualifications:** Staff Attorneys must possess knowledge of legal principles, practices, and proceedings, and skill in legal research, writing, and analysis. They must be proficient in computer and word-processing skills and must be able to communicate clearly and effectively. Staff Attorneys must have graduated from an accredited law school with a J.D. degree, must be licensed to practice law in the State of Texas, and must be an active member of the State Bar of Texas in good standing.

**Preferred Qualifications:** Strong preference is given to candidates with outstanding academic records, demonstrated writing ability, law review or journal experience, moot court or mock trial experience, and prior work for an appellate court or other appellate experience.

**Note:** The following Military Occupation Specialty (MOS) codes are generally application to this position: 27, 27A, 27B, 250X, LGL10, 04, 44, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, 92JD, 51, 5JOX1, 5J.

E-Verify: This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.

Application Process: Applicants should submit a **single** electronic pdf file consisting of the following documents:

- (1) a cover letter
- (2) resume
- (3) law school transcript (including proof of class rank)
- (4) two references or letters of recommendation
- (5) a writing sample, and
- (6) a completed State of Texas Application for Employment form

to the Clerk of the Court, Kathy S. Mills, Thirteenth District Court of Appeals, Nueces County Courthouse, 901 Leopard, Tenth Floor, Corpus Christi, Texas 78401. Applications may be submitted by e-mail ([kathy.mills@txcourts.gov](mailto:kathy.mills@txcourts.gov)), mail, or by facsimile at (361) 888-0794. Incomplete applications may not be considered or may be supplemented by the applicant in a timely manner or at any time at the discretion of the Court. Interviews will be held by invitation only.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. The Court 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.