



BRIAN QUINN
Chief Justice

JUDY C. PARKER
Justice

LAWRENCE M. DOSS
Justice

ALEX YARBROUGH
Justice

Court of Appeals

Seventh District of Texas
Potter County Courts Building
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Amarillo, Texas 79101-2462
www.txcourts.gov/7thcoa.aspx

BOBBY RAMIREZ
Clerk

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P. O. Box 9540
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JOB VACANCY NOTICE STAFF ATTORNEY

State Job Title:	Attorney IV
Salary Range:	\$125,000 - \$130,000 (commensurate with experience)
Target Start Date:	March 17, 2025 (or earlier)
Closing Date:	Until Filled
Location:	Amarillo, Texas
Class Code:	3505

The Seventh District Court of Appeals is now accepting applications for a staff attorney position. The state job title is Attorney IV. Applications will be accepted until the position is filled. Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.

General Job Description

The staff attorney assists with the preparation of opinion drafts and legal memoranda to the court. This position involves highly advanced and complex legal research and writing, coupled with other court related tasks assigned by the supervising justice, chief justice, or the court.

General Qualifications

Applicant must be a licensed Texas attorney with at least one year of legal practice. The applicant must also have exceptional credentials; excellent analytical and research skills; knowledge of legal principles in civil and criminal law or the ability to discover them through research; knowledge of the Texas Rules of Appellate Procedure and rules of citation form; and the ability to communicate effectively, both orally and in writing.

Application Procedures

To apply, applicant must **mail** (a) a cover letter, (b) a resume, (c) a writing sample, (d) the State of Texas Application for Employment, and (e) the name of two references to the following address:

Bobby Ramirez
Clerk of the Court
Seventh Court of Appeals
P.O. Box 9540
Amarillo, TX 79105

The State of Texas Application for Employment is available at:

<https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

Interviews will be by invitation only.

Notes

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27A, 250X, LGL10, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4417, 51JX, 92J0. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

The Seventh Court of Appeals is an equal opportunity employer and does not discriminate on the 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, the applicant should communicate any request for reasonable accommodations needed during the application process to the Clerk of the Court. The Court participates in E-Verify.