



**Court of Appeals
Eleventh District of Texas**

100 WEST MAIN STREET, SUITE 300
P.O. BOX 271
EASTLAND, TEXAS 76448

JOB VACANCY NOTICE

State Job Title: Court Law Clerk I
Annual Salary: \$70,000

Closing Date: Until Filled
Location: Eastland, Texas
Starting Date: Immediately

GENERAL JOB DESCRIPTION:

The Eleventh Court of Appeals is accepting applications for the position of Court Law Clerk I. This is a current opening. Applications will be accepted until the position is filled.

A law clerk prepares and/or reviews legal opinions, briefs, proposals, and reports; conducts legal research on issues involved in cases before the court; researches points of law involved in hearings to determine the validity and completeness of cases cited; reviews legal briefs, clerks' records, reporters' records and motions filed in submitted cases; attends the presentation of oral arguments; makes oral presentations concerning issues researched and assists in case conferences; and performs related work as assigned.

ESSENTIAL JOB FUNCTIONS:

A law clerk performs complex (journey-level) legal research and analysis work. The work involves conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents. A law clerk works under general supervision, with moderate latitude for the use of initiative and independent judgment.

REQUIRED QUALIFICATIONS:

Applicants must have a degree from an accredited law school be proficient in Texas law, be in the top 50% of their law school class, and have taken the Texas Bar Examination or its equivalent. Also, an applicant should be proficient in computer research and word processing skills, as well as possess excellent writing skills.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X or 655X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General) and 44 Legal Services or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply. Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf



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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 PROCEDURES:

Submit a **single** complete electronic application in *pdf format* consisting of the following:

1. Resume;
2. Electronically-signed State of Texas Job Application for employment:
See www.twc.state.tx.us/jobs/gvjb/stateapp.pdf.
3. Law school transcripts and class rank or explanation from law school of general percentile rankings;
4. Writing sample;
5. Three (3) references; and
6. Cover letter.

All of the above documents must be emailed to Marla Hanks, Clerk, at marla.hanks@txcourts.gov with the notation: "Court Law Clerk - Current Opening." Applicants will be advised whether or not they have been selected for a personal interview. Interviews will be held in the Eleventh Court of Appeals Courtroom located on the 3rd floor, County Courthouse, 100 West Main Street, Eastland, Texas, or via Zoom.