



**JOHN M. BAILEY**  
CHIEF JUSTICE

**W. STACY TROTTER**  
JUSTICE

**W. BRUCE WILLIAMS**  
JUSTICE

## **Court of Appeals Eleventh District of Texas**

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

**MARLA HANKS**  
CLERK

TELE: 254/629-2638  
FAX: 254/629-2191  
marla.hanks@txcourts.gov  
www.txcourts.gov/11thcoa

### **JOB VACANCY NOTICE**

**State Job Title: Staff Attorney (Attorney III)**  
**Annual Salary: \$76,520 to 129,430**

**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 Staff Attorney. This is a current opening. Applications will be accepted until the position is filled.

A staff attorney III performs highly complex (senior-level) legal work. Work involves legal research and analysis, preparation of legal memoranda, and assistance with the preparation of complex civil and criminal appellate opinions. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. The job consists of a 40-hour week, 8:00 – 5:00, with State of Texas benefits. Salary dependent upon on qualifications and experience.

#### **REQUIRED QUALIFICATIONS:**

Superior academic credentials and writing ability. Excellent analytical and research skills. Disciplined work ethic. Licensed Texas Attorney in good standing with the State Bar of Texas. Appellate experience is preferred.

#### **RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or guardsmen with a MOS or additional duties that fall in the fields of 27A Army Judge Advocate General's Corp, 250X SC – Judge Advocate General Corps, LG10 Legal or Military Justice, 2202 Judge Advocate, 4405 Master of International Law, 4406 Master of Environmental Law, 4407 Master of Labor Law, 4408 Master of Procurement Law, 4409 Master of Criminal Law, 4410 Master of Law (General), 4411 Military Judge, 4417 Master of Cyber, Intelligence, and Information Law, 51JX Judge Advocate, and 92JO Nondesignated Lawyer 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: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)

## **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](http://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 of the Court, at [marla.hanks@txcourts.gov](mailto:marla.hanks@txcourts.gov). All applications will be considered and a portion of them will be selected for personal interviews. 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.