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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: May 22, 2025

Job Listing Identification Number: 00050172

State Job Classification: Court Law Clerk II

Functional Title: Texas Business Court Law Clerk

Monthly Salary: \$6,208.34/month

Remarks: This position reports to Judge Sweeten, Division 3, in Austin, TX. This posting is for a one-year position, with a target start date of 9/1/2025.

Closing Date: June 5, 2025

State Class. No. and Pay Group: 3611/B21

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 10% ☐ No

Job Description:

The Law Clerk will work directly with and support the Texas Business Court. Multiple positions available based out of the Court's 5 Divisions in Austin, Dallas, Ft. Worth, Houston and San Antonio.

Performs advanced (Senior-level) legal research and analysis work for the Texas Business Court. Works under limited supervision, with considerable latitude for the use of initiative and independent judgement. May oversee or coordinate work for others.

Essential Job Functions:

- Prepare and/or review legal opinions, briefs, proposals, and reports for the Texas Business Court.
- Conduct legal research on issues involved in cases before the Texas Business Court.
- Review cases for jurisdictional deficiencies and procedural compliance.
- Assist Texas Business Court Judges in preparing for hearings.
- Participate in the preparation of legal documents and editing of opinions.
- Research points of law involved in Texas Business Court hearings to determine the validity and completeness of cases cited.
- Review legal briefs, evidence, and motions filed in Business Court cases.
- Attend Texas Business Court hearings and trials.
- Make oral presentations concerning issues researched and assist in Texas Business Court case conferences.
- Perform related work as assigned.

Minimum Qualifications:

- Graduation from an accredited law school with a Bachelor of Laws (LLB) or Juris Doctor (JD) degree.
- Proficiency with Microsoft Office Suite.

Preferred Qualifications:

- Experience working in the Texas Judiciary.
- Experience in legal work.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of legal principles, practices, and proceedings; and agency laws, regulations, and rules relating to the Texas Business Court.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the use of a computer and applicable software.
- Ability to prepare opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to provide guidance to others.

Employment Conditions:

- Regular attendance required. Some travel will be required, to attend hearings or trials in other Divisions or in other counties within a Division.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 27A – Army Judge Advocate General’s Corps Attorney; Navy – LN – Legalman; Coast Guard – LGL10 – Legal; Marine Corps – 4402 Judge Advocate; Air Force – 5J0X1 – Paralegal; Space Force – No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant’s response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed

during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.