



**FIFTEENTH COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Court Law Clerk I - II
Posting #: 15th COA LC -01
Location: Austin, TX and Houston, TX

Job Code/Salary Group: 3610 / B19 - 3611/B21
Closing Date: Ongoing
Salary Range: \$75,000

The Fifteenth Court of Appeals accepts applications year-round for law clerk positions that begin each September and end the following August. This is a temporary position for one year. Candidates must have taken the entire Texas Bar Exam before the starting date of this position. Education transcripts and writing sample must be submitted with the completed State of Texas Application. The Court Law Clerk term generally runs September 1st to August 31st.

GENERAL JOB DESCRIPTION:

Performs complex (journey-level) legal research and analysis work for the 15th Court of Appeals. This position performs advanced legal research with in-depth analysis and preparation of legal memoranda; interprets laws and regulations; and provides legal advice and counsel. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees may assist others in performing job duties of greater complexity.

ESSENTIAL JOB FUNCTIONS:

- Prepares and/or reviews legal opinions, briefs, proposals, and reports.
- Conducts legal research on issues involved in cases before the 15th Court of Appeals.
- 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.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor (JD) degree. Knowledge of legal principles in civil and criminal law.
- Experience providing legal research and providing written legal summaries.

PREFERRED QUALIFICATIONS:

- Top 30% of graduating class.
- Experience writing and preparing legal documents.



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KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of legal principles in civil and criminal law.
- Knowledge of legal terminology; state and federal laws, rules, and regulations; research methods and techniques; administrative and court procedures; the legislative process; and public notice requirements.
- Knowledge of Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- Skill in writing and conducting legal research; Skill in conducting computer research and word processing.
- Ability to identify, analyze, and present issues, both orally and in writing; prepare, plan, and organize work and to communicate clearly and effectively.

PHYSICAL REQUIREMENTS:

- Ability to move up to 35 lbs. of paperwork/files/supplies
- Repetitive use of a keyboard at a workstation for long periods of time

MILITARY CROSSWALK:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 27A ARMY JAG; Navy – LN, Legalman, 250X SC- JAG; Coast Guard – No military equivalent; Marine Corps – 4402 JA; Air Force – 5J0X1, Paralegal, 51JX JA 92JO nondesignated Lawyer; Space Force – no military equivalent; 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

E-VERIFY:

The Fifteenth Court of Appeals 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.



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TO APPLY:

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

1. Resume or curriculum vitae
2. Cover Letter
3. Education Transcript
4. Writing Sample
5. Electronically-signed **State of Texas Job Application** for employment (www.twc.state.tx.us/jobs/gvjb/stateapp.doc)
6. Three references familiar with the applicant's work product and work habits

Email completed applications to 15thHR@txcourts.gov. You may also email any questions to 15thHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Fifteenth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion 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. For hearing impaired, please contact 1-800-RELAY TX.