



## THIRD COURT OF APPEALS

### JOB VACANCY NOTICE

**Job Posting ID:**

**Closing Date:** Until Filled

**Requires Supervisory Exp.:** No

**Agency Job Title:** Legal Assistant IV

**Yearly Salary Range:** \$68,115 - \$75,684\*

\*Depending on Qualifications

**Employer Posting No:**

**Status:** Open

**Openings Filled:** 0 of 1

**Location:** Austin, Texas

**Workweek:** Full Time-40hrs per week

**Shift:** Days (First)

**Job Description:**

The Third Court of Appeals, Austin, Texas is now accepting applications for the position of Legal Assistant. This position performs complex legal assistant work and works under general supervision with moderate latitude for the use of initiative and independent judgment. Work involves:

- Proofreading and preparing preliminary and final drafts of opinions, orders and judgments
- Checking citations, quotations, footnotes, and references for accuracy
- Provide executive secretarial duties and handle coordination and scheduling as required by the assigned judges
- Perform other related work as assigned
- Assist Clerk's office staff with case management
- May train others

**Experience and Education:**

Experience preferred in proofreading, legal citations, and general legal work. Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Experience and education may be substituted for one another.

**Job Requirement:**

- Detail oriented
- Knowledge of legal practices and terminology
- Accurate and proficient typing, reading, spelling, punctuation, sentence structure and grammar skills
- Computer Skills: Use Email Software (Outlook, etc.), Personal Computers, Word Processing Software (MS Word, WordPerfect, etc.)
- Must be able to lift 25lbs

## **Related Military Occupational Specialty Codes:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27 Paralegal, 27 Judge Advocate General's Corps, 44 Legal Services, 5J Professional – Paralegal 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)

## **Benefits:**

1. Medical/Health Insurance Plan
2. Other Insurance Plans
3. Other Paid Leave
4. Pre-Tax Programs for Child and Health Care
5. Retirement Plan
6. Sick Leave
7. Vacation Leave

**Additional Pay Details:** State-paid health insurance effective after a 60-day waiting period if not currently employed by the State.

For a complete listing see <https://www.twc.texas.gov/>

The employment application form can be downloaded from:

<https://www.txcourts.gov/media/1454492/state-of-texas-application-for-employment.pdf#onlineApplicationInWorkintexascom>

To apply, email a state job application to: Jeffrey D. Kyle, Clerk, Third Court of Appeals, [3rdcoa-application@txcourts.gov](mailto:3rdcoa-application@txcourts.gov). Documents should be combined into one PDF file and the agency job title should be referenced in the subject line of the email.

Personal interviews will be conducted by invitation only. Personal interviews will include a test to evaluate the applicant's proficiency in grammar, spelling, punctuation, and knowledge of legal citation form.

The Third 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 Disability Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the court clerk.