



JOB POSTING

Posting Date: 09/24/2026

Job ID Number: 106165

State Classification: Court Law Clerk II

Functional Title: Business Court Law Clerk

Annual Salary: \$78,970.08 - \$83,440.08

Remarks: This position reports to Judge Adroque, Division 11, in Houston, TX. This position has an anticipated end date of 8/31/2027.

Closing Date: 10/08/2026

Class Code / Salary Group: 3611/B21

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Houston, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes (10%) ☐ No

Please note that this job posting can be closed without notice and earlier than the closing date indicated in the posting if a suitable candidate is identified. Applicants are encouraged to submit a completed application promptly.

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our [website](#).

JOB DESCRIPTION:

The Law Clerk will work directly with and support the Texas Business Court. 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 Texas Business Court cases.
- Attend Texas Business Court hearings and trials.
- Make oral presentations concerning issues researched and assist in Texas Business Court case conferences.
- Performs related work as assigned and complies with all OCA policies.

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.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and include a resume. Resumes will NOT be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under “Occupational Category” for the respective Class Title.

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

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.