FOURTH COURT OF APPEALS

San Antonio, Texas

JOB VACANCY NOTICE

State Job Title: Attorney IV **Closing Date: Until Filled**
Starting Salary: $146,068 **Location: San Antonio, Texas**

GENERAL JOB DESCRIPTION:
The Court seeks a Staff Attorney to produce advanced appellate work requiring extensive legal research, in-depth analysis, preparation of legal memoranda, and provision of legal advice and counsel. This attorney will work under the supervision of Chief Justice-Elect Antonia "Toni" Arteaga, with the opportunity to use initiative and independent judgment.

The Fourth Court of Appeals provides parking for all employees, pays State Bar dues for all attorneys, and provides an additional stipend for other bar association dues and Continuing Legal Education programs. The Fourth Court of Appeals also offers the opportunity to work a flex schedule and remote workdays.

As a State of Texas agency, the Fourth Court of Appeals offers a competitive benefits package through the Employee Retirement System of Texas (ERS) that includes medical health insurance and retirement plans. Other optional benefits include dental and vision insurance, and the Texas$aver 401(k)/457 Program. Applicants can find more information at ers.texas.gov/benefits-at-a-glance.

ESSENTIAL JOB FUNCTIONS:
The attorney hired will: conduct manual and computer-assisted legal research; analyze statutes, judicial decisions, and other legal sources; prepare memoranda and proposed orders and opinions in civil and criminal appeals; participate in pre- and post-submission conferences; and perform related work as assigned.

MINIMUM QUALIFICATIONS:
Candidates must possess: a license to practice law in the State of Texas for at least 2 years; knowledge of legal principles in civil and criminal law; exceptional legal research and writing skills; excellent knowledge of the Texas Rules of Appellate Procedure, *The Bluebook, A Uniform System of Citation*, and *The Greenbook, Texas Rules of Form*; the ability to identify, analyze, and present issues clearly and effectively, both orally and in writing; proficiency in computer research and word processing; and the ability to prepare, plan, and organize a diverse workload.

PREFERRED QUALIFICATIONS:
Previous experience as an appellate attorney, court briefing attorney, or court staff attorney is preferred, as is top 20% law school graduating class standing, and service on law review/law journal.

Note: The following Military Occupation Specialty Codes are generally applicable to this position: Air Force: 92J0; 51J1; 51J3; 51J4; Army: 27A, 27B, Marine Corps: 4402. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application to receive preference. Additional Military Crosswalk information can be accessed at: https://www.onetonline.org/crosswalk/MOC/.

APPLICATION PROCEDURES:
Applicants must submit: (1) a State Job Application form (see http://www.twc.state.tx.us); (2) a writing sample; and (3) a list of three references via email to Ms. Elizabeth Montoya at Elizabeth.Montoya@txcourts.gov. Applicants may also submit a cover letter and résumé.

The Fourth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age, or disability in employment or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of Court.