



**FOURTEENTH COURT OF APPEALS  
JOB VACANCY NOTICE**

State Job Title: Attorney IV-V

Posting#: 14-15-03-AT

Closing Date: April 20, 2015

Location: Houston, Texas

Annual Salary Range: \$ 6,675- 7,000 per month (depending on experience)

**GENERAL JOB DESCRIPTION:**

The 14th Court of Appeals, Houston, Texas, is accepting applications for the position of Central Staff Attorney. Along with Chief Staff Attorney and other members of the central staff, the central staff attorney assists with the docketing of cases, screening for jurisdictional defects, preparing recommendations and obtaining rulings on motions, drafting orders, and opinions in pending appeals and original proceedings. This job involves extensive administrative duties.

**ESSENTIAL JOB FUNCTIONS:**

The position performs highly advanced legal work with in-depth analysis and preparation of legal memoranda; interprets laws and regulations; provides legal advice and counsel. Works with direction from the justices with opportunity to use initiative and mature judgment.

Conducts manual and computer assisted legal research; analyzes statutes, judicial decisions, and other legal sources. Prepares memoranda and proposed opinions in civil and criminal appeals. Performs research on special problems, and administrative matters. Applicants must have the ability to work independently. Participates in pre- and post-submission conferences. Performs related work as assigned.

**MINIMUM QUALIFICATIONS:**

Must possess a license to practice law in the State of Texas; Seven (7) years as a practicing attorney; knowledge of legal principles in civil and criminal law; excellent legal research and writing skills; knowledge of Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form. Ability to identify, analyze, and present issues, both orally and in writing. Proficient in computer research and word processing skills. Familiarity and working knowledge of Word 2010 and 2013.

Ability to prepare, plan, and organize work and to communicate clearly and effectively. The Court is looking for an individual that is able to:

- analyze and process legal documents;
- prepare reports on court operations;
- evaluate and administer programs and report;
- communicate effectively; establish and maintain effective relationships with judicial officials, employees and the public; and
- develop, modify and improve court operations as needed.

**PREFERRED QUALIFICATIONS:**

Previous appellate court experience. 10 or more years as a practicing attorney. Excellent writing skills; top 20% of graduating class.



## APPLICATION PROCEDURES:

Applicant must submit (i) State Job Application form (see [www.twc.state.tx.us/jobs/gvjb/stateapp.doc](http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc) or [www.twc.state.tx.us/jobs/gvjb/stateapp.pdf](http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf) (instructions available on the websites); <http://www.twc.state.tx.us>); (ii) copies of law school transcripts,<sup>1</sup> (iii) a list of three references; and (iv) a five-page writing sample to:

Christopher A. Prine  
*Clerk of Court*  
Fourteenth Court of Appeals  
301 Fannin, Room 245  
Houston, Texas 77002.

In addition to the State Job Application, a resume may also be submitted. **Personal interviews will be conducted by invitation only.**

The Fourteenth 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. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.

---

<sup>1</sup>For applicants with more than two (2) years experience as a practicing attorney, a resume may substitute for law school transcript in initial application.