



**FIRST COURT OF APPEALS
JOB VACANCY NOTICE
Posting #: 01-24-02-LC**

State Job Title: Court Law Clerk II

Starting Date: September 1, 2024

Number of Openings: One (1)

Closing Date: When Filled

Annual Salary Range: \$65,000 to \$70,000

Location: 301 Fannin Street
Houston, Texas 77002

This is a temporary clerkship assignment. Position ends on August 31, 2025.

GENERAL JOB DESCRIPTION:

The 1st Court of Appeals, Houston, Texas, is accepting applications for the position of law clerk. The 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 with direction from the justices with an opportunity to use initiative and mature judgment. **The law clerk position is a temporary clerkship position that starts on September 1, 2024 and ends August 31, 2025.**

ESSENTIAL JOB FUNCTIONS:

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:

Graduation from an accredited law school with a Juris Doctor (JD) degree. 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. Ability to prepare, plan, and organize work and to communicate clearly and effectively. **Applicants must have taken the entire Texas Bar Exam before the starting date, posted above, for this position.**

PREFERRED QUALIFICATIONS:

Excellent writing skills; top 30% of graduating class.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, 250X, 4402, 51JX, LGL10

[Military Crosswalk for Occupational Category - Legal \(texas.gov\)](https://www.texas.gov/military-crosswalk-occupational-category-legal)

E-VERIFY:

This employer 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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APPLICATION PROCEDURES:

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

1. Cover letter;
2. Resume;
3. Electronically-signed State of Texas Job Application, which may be obtained from:
<http://www.txcourts.gov/1stcoa/careers/>
4. Certified law school transcripts;
5. Certification by law school of class rank or explanation from law school of general percentile rankings;
6. Short writing sample (5 pages); and
7. Three references.

Email completed application to 1stHR@txcourts.gov.

If you have any questions, please call Ms. Renee Wilson at (713) 274 - 2834.

Personal interviews will be conducted by invitation only.

The First 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.