



**FIRST COURT OF APPEALS
JOB VACANCY NOTICE**

State Job Title: Law Clerk

Posting #: 01-24-06-LC

Closing Date: Until filled

Location: Houston, Texas

Salary Range: \$2,900 per month/20 hours per week
(depending on experience)

Start Date: As soon as possible

SHORT TERM PART-TIME ASSIGNMENT

GENERAL JOB DESCRIPTION:

The First Court of Appeals, Houston, Texas, is accepting applications for a **Law Clerk** to work on a short term part-time basis for up to two or more months. Working with direction from the Court's Chief Staff Attorney, and other members of the Court, this clerk will be expected to perform advanced cite-checking and detailed technical editing of opinions prior to issuance. This position provides moderate latitude for the use of initiative and independent judgment. The Court has a teleworking policy that allows for some remote work. Prior experience at an appellate court or a clerkship is preferred.

ESSENTIAL JOB FUNCTIONS:

Conduct advanced cite-checking and detailed technical editing of opinions prior to issuance. Applicants must have the ability to work independently. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

Be enrolled in an accredited law school or graduated from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Have experience on law review or a similar law journal doing scholarly writing and advanced cite-checking and detailed technical editing of scholarly writings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and familiarity with the Bluebook, the Greenbook, and the Texas and/or Chicago Manual of Style; of legal principles, practices, and proceedings; and with the Texas Rules of Civil Procedure, Texas Rules of Evidence, and Texas Rules of Appellate Procedure.
- 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 work independently and also collaboratively; and to communicate effectively.

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27A, LN, 250X, 655X, 4402, LGL10, 5J0X1, 51JX, 92J0. 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:

[Military Crosswalk for Occupational Category - Legal \(texas.gov\)](http://www.texas.gov/military-crosswalk-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. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** for employment; available on the First Court's website career page: [TJB | 1st COA | Careers \(txcourts.gov\)](http://tjb|1stCOA|Careers.txcourts.gov);
3. writing sample;
4. three references familiar with the applicant's work product and work habits; and
5. cover letter.

Email completed applications 1stHR@txcourts.gov. Any questions regarding the position should also be sent to 1stHR@txcourts.gov.

Personal interviews will be conducted by invitation only.

The First Court of Appeals is an Equal Opportunity Employer and does not discriminate based on a person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability, or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to 1stHR@txcourts.gov.