



TENTH COURT OF APPEALS

Chief Justice
Matt Johnson

McLennan County Courthouse
501 Washington Avenue, Rm. 415
Waco, Texas 76701-1373

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Clerk
Sherry Williamson

Justices
Steve Smith
Lee Harris

JOB VACANCY NOTICE **TENTH COURT OF APPEALS – Waco, Texas**

POSITION AND SALARY

Attorney IV; Class No. 3505; Salary Group B28; \$92,600-\$156,612

APPLICATION PERIOD

Opens immediately; until filled.

Position begins: February 1, 2025, or availability of applicant

Job Posting Number: 011325

The Tenth Court of Appeals, Waco, Texas, is accepting applications for a full-time staff attorney. This particular position is to work for and be assigned to Justice Lee Harris. Attorney IV positions are generally described in the State Classification General Job Description as follows:

Performs advanced (senior-level) attorney work. Work involves directing and planning legal activities, overseeing the preparation of legal documents, overseeing various hearings, interpreting laws and regulations, and rendering legal advice and counsel. May assign and/or supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

As applicable to this particular position, examples of work performed include:

- Directs, organizes, and coordinates legal and administrative activities.
- Formulates, coordinates, and establishes policies and procedures.
- Oversees and advises staff on legal matters and the interpretation and application of laws and regulations.
- Oversees the preparation of legal opinions, briefs, contracts, proposals, and reports.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

This position specifically involves extensive legal research and writing. Duties include the preparation of draft civil and criminal opinions, examination and research of original proceedings, preparation of legal memoranda, oral presentations to the Court in conference, and research on special projects. Duties may also include administrative matters.

Essential job functions:

The position requires the ability to work independently in analyzing and evaluating the legal arguments of the parties and preparation of draft opinions and orders. Applicants must be reasonably proficient in the use of Microsoft Word and performing legal research in either Westlaw or Lexis/Nexis.

Minimum qualifications:

1. Attorney currently licensed to practice law in Texas;
2. Three years of legal experience;
3. Reasonably proficient in the use of Microsoft Word and performing legal research via either Westlaw or Lexis/Nexis (a skill test may be administered); and
4. No pending criminal charges.

Preferred qualifications:

1. Experience in preparing appellate briefs;
2. Experience in civil and criminal trials;
3. Experience in areas of practice generally associated with presenting legal arguments such as summary judgment practice, charge conference, appellate research, and oral arguments;
4. Clerking or staff attorney experience with a court;
5. Certified by the Texas State Bar in any area that demonstrates proficiency, skill or advanced knowledge, in particular in trials or appeals; and
6. Active member of sections of the State Bar of Texas that demonstrate an interest in trial or appellate practice.

Criminal background and reference check:

Before an applicant is hired, the applicant must provide written consent to a criminal background check and provide character and employment reference information.

Applicants must submit a **single** electronic pdf file to Sherry Williamson, Clerk, Tenth Court of Appeals, at her email address: sherry.e.williamson@txcourts.gov, consisting of the following documents:

- (1) Cover letter;
- (2) Resume;
- (3) Law school transcript (including proof of class rank);
- (4) Three references or letters of recommendation;
- (5) A writing sample; and
- (6) A completed State of Texas Application for Employment form.

An Equal Opportunity Employer

The Court is an equal-opportunity employer and does not discriminate on the basis of a person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. The State of Texas is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship.

NOTE: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 27, 27A, 27B, 250X, LGL10, 04, 44, 4402, 4405, 4406, 4407, 4408, 4409, 4410, 51JX, 92JD, 51, 5JOX1, 5J.

Military crosswalk link: [Military Crosswalk for 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.