



**FIRST COURT OF APPEALS  
JOB VACANCY NOTICE  
Posting #: 01-25-10-LC**

State Job Title: Law Clerk

Starting Date: As soon as possible

Number of Openings: One (1)

Closing Date: Until filled

Annual Salary Range: \$55,000 to \$87,000  
(depending on qualifications)

Location: Houston, Texas

**This is a temporary clerkship assignment. Position ends summer 2026.**

**GENERAL JOB DESCRIPTION:**

The 1st Court of Appeals, Houston, Texas, is accepting applications for the position of law clerk in Justice Jennifer Caughey's chambers. 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 hiring justice with an opportunity to use initiative and mature judgment. Applications are welcome from graduates or students of any accredited law school who are candidates for graduation in 2025. A license to practice is not a requirement. **The law clerk position is a temporary clerkship position for one year.**

**ESSENTIAL JOB FUNCTIONS:**

Conducts 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:**

Be enrolled in an accredited law school with a 2025 graduation date 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 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.

**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, LN, 250X, 655X, 4402, 51JX, 5J0X1, 92J0, LGL10

[Military Crosswalk for Occupational Category - Legal \(texas.gov\)](#)

**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. Two writing samples; and
7. Three references.

Email completed application to [1stHR@txcourts.gov](mailto: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**.