



## **THIRTEENTH COURT OF APPEALS JOB VACANCY NOTICE**

Internal Job Title: Law Clerk  
State Classification: Court Law Clerk II (B21)  
Deadline: Until filled  
Estimated Start Date: March/April/May 2025  
Locations: Corpus Christi or Edinburg, Texas  
Salary: \$55,000-87,046/per year

The Thirteenth District Court of Appeals seeks applicants for the position of Law Clerk for Justice Jon West's chambers in the Corpus Christi or Edinburg office of the Court. Commitment terms are negotiable.

**Essential Job Functions:** Law clerks assist their assigned Justice with legal research, analysis, and writing. Duties include researching and writing memoranda on appeals and/or original proceedings and participating in case conferences. Duties also may include related work such as making recommendations on motions and performing routine administrative duties, as required.

**Minimum Qualifications:** Law clerks must possess knowledge of legal principles, practices, and proceedings, and skill in legal research, writing, and analysis. They must be proficient in computer and word-processing skills and must be able to communicate clearly and effectively. Applicants must have graduated from an accredited law school with an LL.B. or J.D. degree, must be a candidate to sit for the Texas Bar examination, and must sit for the examination within six months of hire.

**Preferred Qualifications:** Strong preference is given to candidates with outstanding academic records, demonstrated writing ability, law review or journal experience, and moot court or mock trial experience.

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

**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.

Application Process: Applicants should submit a **single** electronic pdf file consisting of the following documents:

- (1) a cover letter
- (2) resume
- (3) law school transcript (including proof of class rank)
- (4) two references or letters of recommendation
- (5) a writing sample, and
- (6) a completed State of Texas Application for Employment form

to the Clerk of the Court, Kathy S. Mills, Thirteenth District Court of Appeals, Nueces County Courthouse, 901 Leopard, Tenth Floor, Corpus Christi, Texas 78401. Applications may be submitted by e-mail ([kathy.mills@txcourts.gov](mailto:kathy.mills@txcourts.gov)), mail, or by facsimile at (361) 888-0794. Incomplete applications may not be considered or may be supplemented by the applicant in a timely manner or at any time at the discretion of the Court. Interviews will be held by invitation only.

The Thirteenth Court of Appeals is an "at-will" employer and nothing in this posting creates a right that alters the at-will relationship. 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.