



Sixth Court of Appeals State of Texas

**Bi-State Justice Building
100 N. State Line Avenue, Box 20
Texarkana, TX 75501
903/798-3046**

JOB VACANCY NOTICE

Position Available: Staff Attorney II

Annual Salary: Commensurate with experience/ability (*range \$75,000 - \$100,000*)

Projected Start Date: On or before December 1, 2025

Workweek: Full Time – 40 hours/week

Application Deadline: Until filled

Location: Texarkana, Texas

GENERAL JOB DESCRIPTION:

The Sixth Court of Appeals is accepting applications for the position of Staff Attorney II. A staff attorney II performs moderately complex (journey-level) attorney work. Work involves legal research and analysis, preparation of legal memoranda, assistance with the preparation of complex civil and criminal appellate opinions, and proofreading draft opinions. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analyzing case files
- Performing legal research and analysis and providing substantive legal recommendations
- Proofreading preliminary and final drafts of opinions and orders
- Checking citations, quotations, footnotes, and references for accuracy and punctuation
- Using Westlaw to check legal citations
- Using sources such as statutes, administrative records, judicial decisions, evidence, articles, depositions, legal codes, and regulations
- Drafting orders, letters, and other legal documents
- Promptly and accurately performing administrative tasks
- Performing other related work as assigned

REQUIRED QUALIFICATIONS:

Superior academic credentials and writing ability. Excellent analytical and research skills. Excellent proofreading skills, with knowledge of English grammar and the Bluebook. Disciplined work ethic. J.D. from accredited law school. Licensed Texas Attorney in good standing with the State Bar of Texas. Appellate experience is preferred.

BENEFITS:

- Medical/Health Insurance Plan; other insurance plans
- Pre-Tax Programs for Child and Health Care
- Retirement Plan
- Sick Leave
- Vacation Leave

RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:

Veterans, Reservists, or guardsmen with a MOS or additional duties that fall in the fields of 27A Judge Advocate General, 250X or 655X Judge Advocate General Corps, LG10 or 04 Legal, 4410 Master of Law (General), and 44 Legal Services or 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: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

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 PROCEDURES:

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

1. cover letter
2. The State of Texas Application for Employment
<https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>
3. resume or curriculum vitae
4. two references familiar with the applicant's work product and work habits

Email completed applications to debbie.autrey@txcourts.gov.

Personal interviews will be conducted by invitation only.

The Sixth Court of Appeals is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, medical condition, marital status, pregnancy, childbirth or related medical conditions, sincerely held religious beliefs, or veteran status in employment or provision of services. Pursuant to the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Clerk of the Court.