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Office of Court Administration Megan LaVoie, Administrative Director

Job Posting

Posting Date: November 4, 2025

Job Listing Identification Number: 00053994

State Job Classification: Attorney III-IV

Functional Title: Business Court Staff Attorney

Monthly Salary: \$9,898.00 - \$11,760.00

Remarks: This position will serve as the Staff Attorney for Judge Stacy Sharp of the Fourth Business Court Division located in San Antonio, TX. Salary and Classification level commensurate with experience and education.

Closing Date: December 3, 2025

State Class. No. and Pay Group: 3504/B26; 3505/B28

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: San Antonio, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 25% ☐ No

Job Description:

The Business Court Staff Attorney performs highly complex or advanced (senior-level) legal work for the Texas Business Court. They work under limited or minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Analyzes Business Court filings and prepares separate writings and related work, as assigned.
- Reviews and processes Business Court records and filings to assist judges in analyzing and organizing court data and resolving issues presented in Business Court proceedings.
- Conducts electronic legal research and, when necessary, manual research.
- Analyzes statutes, judicial decisions, and other legal sources.
- Assesses cases for jurisdictional issues and attending to special problems and administrative matters.
- Consults with members of the Court in connection with internal administrative matters and disposition of substantive and procedural issues, formulating recommendations to the judge, and preparing memoranda and initial drafts of proposed rulings and opinions.
- Assists judge in preparation for meetings, presentations, and Court proceedings, including attending Court proceedings.
- Reviews petitions, pleadings and motions and makes recommendations to judge as required.
- Assists in processing the work of the Court, observing its rules, following its processes and procedures, and adhering to the confidentiality policy set by the Business Court.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited law school with a Juris Doctor (JD) degree.
- Member in good standing of the State Bar of Texas.

- **Attorney III:** Two (2) years' experience as a practicing attorney
- **Attorney IV:** Three (3) years' experience as a practicing attorney.

Preferred Qualifications:

- Previous court experience.
- Experience on a law review, law journal, or other publication.
- Trial, moot court and/or mock trial experience.
- Experience in using Microsoft Excel, PowerPoint, and Word.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of general legal principles.
- Knowledge of the Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, Uniform System of Citation, and Texas Rules of Form.
- Ability to identify, analyze, and resolve legal and procedural issues and to present findings and conclusions, both orally and in writing.
- Excellent legal-research skills, including a proficiency in computer research and cite checking.
- Excellent legal writing, editing, and proofing skills.
- Word processing skills.
- Ability to prepare, plan, and organize work, and to communicate clearly and effectively.

Employment Conditions:

- Regular attendance required.
- Travel will be required.
- Sit for long periods of time.
- Requires some lifting, up to 20 pounds.
- Requires operation of a motor vehicle to conduct agency business.
- Adhere to the Court's policies and procedures.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army - 27A Army Judge Advocate General's Corps Attorney; Navy - 250X SC - Judge Advocate General Corps; Coast Guard - LGL10 Legal; Marine Corps - 4402 Judge Advocate; Air Force - 51JX Judge Advocate; Space Force - No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.