



FIFTH COURT OF APPEALS JOB VACANCY NOTICE

State Job Title: **Managing Attorney**

Posting #: 225-CSMA-726

Application Closing Date: 8/21/2026

Start Date: To be determined

Salary Range: **\$112,047 – \$189,499**

Location: Dallas, Texas

GENERAL JOB DESCRIPTION

The 5th Court of Appeals, Dallas, Texas, is accepting applications for the position of **Managing Attorney**. This position involves extensive administrative duties, including managing the criminal docket. The Managing Attorney is responsible for screening all criminal cases for jurisdictional defects, preparing recommendations and obtaining rulings on motions in criminal cases, drafting orders, opinions, and judgments in pending appeals and original proceedings, setting the criminal submission dockets, and assisting the General Counsel as needed. The Managing Attorney performs highly advanced legal work with in-depth analysis and preparation of legal memoranda, interprets laws and regulations, and provides legal advice and counsel. The Managing Attorney works with direction from the General Counsel and the justices with opportunity to use initiative and mature judgment.

ESSENTIAL JOB FUNCTIONS:

Applicants must have the ability to work independently. Essential job functions include:

Case and Docket Management:

- docketing and screening of criminal cases for jurisdictional defects;
- reviewing appellate records and filings to assist justices in resolving issues presented in appeals and original proceedings;
- monitoring the criminal docket for timely filing of records and briefs, and preparing orders to obtain records and briefs;

- reviewing all clerk's and reporter's records and appellate briefs in criminal cases for completeness and compliance with the Rules of Appellate Procedure, and preparing orders to obtain compliance with the Rules;
- reviewing correspondence with the Court on criminal matters and preparing clerk's letters in response;
- preparing the criminal submissions dockets;
- reviewing all criminal original proceedings and emergency motions and preparing memoranda, opinions, and orders disposing of the original proceedings and motions;
- assisting central staff as requested with civil original proceedings and emergency motions, including reviewing and drafting memoranda, opinions, and orders and consulting with and advising justices, central staff attorneys, and chambers attorneys;
- assisting the justices and the Court's attorneys with civil and criminal cases, including preparing opinions and judgments in civil and criminal cases as assigned;
- advising the Clerk concerning the criminal and civil dockets;
- generally helping to process the work of the Court, observing court rules, following court processes and procedures, and maintaining confidences of the Court;
- assisting the General Counsel with administrative matters at the Court;
- performing related work as assigned.

Administrative Duties:

- supervising central staff attorneys;
- working closely with the Clerk and General Counsel on legal and appellate rules and procedural matters;
- responding to inquiries from the Clerk staff pertaining to civil and criminal cases;
- updating the Court's justices, attorneys, and staff on procedural and substantive changes in the law, including reviewing and summarizing for the Court opinions from the Court of Criminal Appeals, the Supreme Court of Texas, and the Supreme Court of the United States, and important statutory or rule changes; and
- assisting with other matters as requested.

MINIMUM QUALIFICATIONS:

Applicants must have the following qualifications:

- license to practice law in the State of Texas and membership in good standing with the State Bar of Texas;
- minimum of 10 years of experience as a practicing attorney;
- knowledge of legal principles in civil and criminal areas;
- knowledge of the Texas Rules of Appellate Procedure, The Blue Book, and the 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 proficiency in Westlaw computer research and cite checking;
- excellent legal writing, editing, and proofing skills;
- word processing skills including Microsoft Word; and
- ability to prepare, plan, and organize work, and to communicate clearly and effectively.

PREFERRED QUALIFICATIONS:

- Previous appellate court experience as a staff attorney;
- Prior supervisory experience and knowledge of administrative and management principles and practices; and
- 15 or more years as a practicing attorney.

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 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:

If you are interested in this position, please submit: **your resume, law school transcript, writing sample and <https://www.txcourts.gov/media/1462790/state-of-texas-applications-e-133-twc.pdf>** for employment to:

**Myrna Gasc
Court Business Administrator
George L. Allen Sr. Courts Bldg.
600 Commerce Street, Ste 200,
Dallas, TX 75202**

Electronic mail: [mailto: hr-5thcoa@txcourts.gov](mailto:hr-5thcoa@txcourts.gov) and/or myrna.gasc@txcourts.gov

Personal interviews will be conducted by invitation only.

The Fifth Court of Appeals is an **Equal Opportunity Employer** and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in employment or in the provision of services. Minorities, veterans and persons with disabilities are encouraged to apply. Pursuant to the Americans with Disabilities Act, requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Court Business Administrator.