

SHERRY RADACK
CHIEF JUSTICE

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EVELYN KEYES
LAURA CARTER HIGLEY
JANE BLAND
MICHAEL MASSENGALE
HARVEY BROWN
REBECA HUDDLE
RUSSELL LLOYD
JUSTICES



**Court of Appeals
First District
301 Fannin Street
Houston, Texas 77002-2066**

CHRISTOPHER A. PRINE
CLERK OF THE COURT

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**** LAW CLERK POSITIONS ****

COURT OF APPEALS FOR THE FIRST DISTRICT OF TEXAS AT HOUSTON

The First Court of Appeals is seeking qualified applicants for one-year law clerk positions that begin no later than September 1, 2018. The current salary is \$50,000 annually.

Applications are welcome from graduates or students of any accredited law school who will graduate before the effective date of employment. A license to practice is not a requirement, although applicants are encouraged to take the Texas Bar Examination.

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

1. Resumé
2. Electronically-signed State of Texas Application for Employment (www.twc.state.tx.us/jobs/gvjb/sota.html)
3. Unofficial law school transcript
4. Certification by law school of class rank or explanation from law school of general percentile rankings
5. Writing Sample
6. Two (2) References (including name, address, and phone number of each)
7. Cover Letter

Although scholastic qualifications have not been specified, the Court has a strong preference for applicants in the top 25% of their graduating class, with law review, moot court, or clerking experience. The applications will be screened, and qualified applicants will be contacted to schedule an interview. If selected for an interview, a hard copy certified law school transcript must be submitted.

A law clerk assists the individual judge to whom he or she is assigned. The position entails legal research, writing, and assistance in drafting opinions. An applicant's research and writing skills are key considerations. Law clerks participate in most of the Court's deliberations and conferences.

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.

E-mail completed applications to 1st-LawClerk@txcourts.gov. You can also email any questions to 1st-LawClerk@txcourts.gov. The Court is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or provision of services. Pursuant to the Americans with Disabilities Act, the applicant should communicate any requests for reasonable accommodation needed during the application process to the Clerk of the Court. Government Code section 651.005 requires certain persons to register with the Selective Service System or obtain an exemption before they may be employed.