



**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: Legal Assistant II or III
Annual Salary: Commensurate with experience/ability (*range \$65,000 - \$70,000*)
Projected Start Date: On or before July 31, 2025
Workweek: Full Time – 40 hours/week
Application Deadline: Until filled

JOB DESCRIPTION

The Sixth Court of Appeals is now accepting applications for a position to be classified as Legal Assistant II or III. This position performs complex legal assistant tasks and works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proofreading preliminary and final drafts of opinions and orders
- Preparing judgments, mandates, and retention forms
- Checking citations, quotations, footnotes, and references for accuracy and punctuation
- Use of Westlaw to check legal citations
- Use of sources such as statutes, administrative records, judicial decisions, evidence, articles, depositions, legal codes, and regulations
- Provide executive secretarial duties and handle coordination and scheduling as required by the assigned judges
- Perform other related work as assigned

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Experience in general legal work
- Detail oriented
- Knowledge of legal terminology
- Accurate and proficient typing, reading, spelling, punctuation, and grammar skills
- Highly proficient in use of computers and desktop software applications
- Ability to maintain confidential and sensitive information and to communicate effectively
- Appellate experience or paralegal experience a plus

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

The following military occupational specialty (MOS) codes generally correspond to this employment opening: 27D, 270A, LN, 4400, 4430, 5J0X1. Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

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, or 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.