

Reporter of Decisions

General Description

The Supreme Court of Texas issues approximately 150 written opinions and 100 additional administrative orders per year. This new position, modeled on the U.S. Supreme Court Reporter of Decisions, will ensure that the Court's work product is error free, consistent in style and formatting, and visually attractive. Although the Reporter's primary focus will be on perfecting the Court's work product, the Court maintains a small and agile staff with an all-hands-on-deck mentality. The Reporter may often be asked to perform tasks unrelated to their primary responsibilities.

Responsibilities

- Proofread and finalize a large volume of legal opinions and orders in a short time.
- Edit case summaries prepared by Court staff; create and revise formatting templates; other duties as assigned.
- Expertise in legal writing, formatting, and typography; excellent attention to detail; and an excellent command of English grammar.
- Team-oriented personality.
- Compliance with the Court's strict confidentiality rules.

Qualifications

The Court prefers a Texas lawyer who is familiar with the Court's work and has previous experience as a law clerk or staff attorney. However, the Court invites applications from paralegals with experience supporting appellate judges or attorneys as well as from professionals in other fields with relevant experience and the ability to learn quickly.

Annual Salary: \$90,000-\$150,000 per year, depending on qualifications.

Start Date: As soon as possible

How to Apply: Email the following to Sherma Clery, Executive Assistant to the General Counsel, at Sherma.Clery@txcourts.gov:

- Cover letter
- State of Texas employment application
- Resume
- Sample of writing or editing work, if available
- References

<https://www.sll.texas.gov/media/44142/state-of-texas-application-for-employment.pdf>

The Supreme Court of Texas does not discriminate on the basis of any characteristic protected by state or federal law.

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