

JOB POSTING

53rd District Court

Attorney II or III – 53rd District Court

Department

Civil Courts / 53rd District Court

Essential Functions

- Performs legal research as staff attorney for the 53rd Judicial District Court.
- Applies legal principles to individual cases.
- Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts correspondence and reports.
- Presents facts and precedents orally and in writing in law-related matters.
- Uses computer for retrieval of information from databases and on-line legal services to assist District Judge in civil trials and in preparation of written opinions.
- Establishes and maintains effective working relationships with court staff, legal profession, county employees, and public.
- Works independently and efficiently with attention to details.
- Exhibits excellent communication, time management, problem-solving, and decision-making skills.
- Works well under pressure and exercises tact in trying situations.
- Knowledge of Microsoft Office Suite software programs.
- Performs other duties as assigned.

Required Qualifications

Attorney II-J.D./L.L.B.from an accredited law school AND eighteen (18) months licensed attorney work experience.

Attorney III-J.D./L.L.B.from an accredited law school AND three (3) years licensed attorney work experience.

License:

*Licensed to practice law in the State of Texas.

THIS IS A TWO-YEAR POSITION.

Hours: 8:00 AM to 5:00 PM

Work site: 1000 Guadalupe Street, Heman Marion Sweatt Courthouse, Austin, Texas