



JOB POSTING

Posting Date: September 4, 2026

Job ID Number: 104223

State Classification: Attorney I-IV

Functional Title: Business Court Staff Attorney

Annual Salary: \$77,235.84 - \$141,120.00

Remarks: This position will serve as the Staff Attorney for Judge Patrick Sweeten of the Third Business Court Division located in the Travis County area. Salary commensurate with experience and education. Classification level will be determined based on experience.

Closing Date: September 18, 2026

Class Code / Salary Group: 3502/B22; 3503/B24;
3504/B26; 3505/B28

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes (5%) ☐ No

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our [website](#).

JOB DESCRIPTION:

The Business Court Staff Attorney performs advanced (senior-level) legal work for the Texas Business Court. They will work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Reviews Business Court records and filings to assist judges in resolving issues presented in Business Court proceedings.
- Conducts electronic legal research and, when necessary, manual research.
- Analyzes statutes, judicial decisions, and other legal sources.
- Assesses cases for jurisdictional issues and attending to special problems and administrative matters.
- Consults with members of the Court in connection with the disposition of substantive and procedural issues, formulating recommendations to the judge, and preparing memoranda and initial drafts of proposed rulings and opinions.

- Assists with review of motions and preparation of separate writings and related work, as assigned.
- Assists judge in preparation for Court proceedings, including making oral presentations addressing Business Court points and attending Court proceedings.
- Reviews petitions, pleadings and motions and makes recommendations to judge as required.
- Assists in processing the work of the Court, observing its rules, following its processes and procedures, and adhering to the confidentiality policy set by the Business Court.
- Performs related work as assigned and complies with all OCA policies.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited law school with a Juris Doctor (JD) degree.
- Member in good standing of the State Bar of Texas.
- Experience as a practicing attorney.

PREFERRED QUALIFICATIONS:

- Previous court experience.
- Experience on a law review, law journal, or other publication.
- Trial, moot court and/or mock trial experience.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of general legal principles.
- Knowledge of the Texas Rules of Civil Procedure, Texas Rules of Appellate Procedure, Uniform System of Citation, and 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 a proficiency in computer research and cite checking.
- Excellent legal writing, editing, and proofing skills.
- Word processing skills.
- Ability to prepare, plan, and organize work, and to communicate clearly and effectively.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Travel may be required.
- Sit for long periods of time.
- Requires some lifting, up to 20 pounds.
- Requires operation of a motor vehicle to conduct agency business.
- Adhere to the Court's policies and procedures.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and include a resume. Resumes will NOT be accepted in place of a

completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under “Occupational Category” for the respective Class Title.

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

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.