SUPREME COURT OF ALABAMA

MEGAN B. RHODEBECK
CLERK OF COURT

LAUREN M. POTTS
ASSISTANT CLERK OF COURT

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ANN MARIE FRANKLIN
CHIEF FINANCIAL OFFICER

JOB ANNOUNCEMENT

Attorney II (Appellate)
Announcement Date: November 12, 2026

The Supreme Court of Alabama is currently accepting applications from qualified individuals to serve as an Appellate Attorney II (07120) in the office of the Clerk of the Court. Applications for this position will be accepted until November 30, 2026.

NOTE: This is a confidential (non-merit) appointment. Confidential employees are exempt from merit system rules and regulations relating to appointment, tenure, and appeal. However, confidential employees are entitled to retirement and other fringe benefits available to merit system employees.

WORK SETTING

This permanent, full-time position is a highly responsible professional legal job performed in the Clerk's Office of the Supreme Court of Alabama, assisting the Clerk in maintaining the docket of the Court. The job consists of processing criminal and civil cases appealed from trial courts throughout the State of Alabama. Employees also serve as legal counsel to the Clerk of the Supreme Court of Alabama and aid in performing the statutory duties of the Clerk. Work is performed under the direct supervision of the Clerk of the Court or an administrative superior to the employee.

TYPICAL DUTIES:

Duties may include, but are not limited to, any of the following:

- Reviewing complex legal issues in cases pending before the court and making recommendations to the Clerk and/or to the Court;
- Screening appellate cases for jurisdiction;
- Drafting legal memoranda analyzing mandamus petitions, motions to stay, and other legal filings;
- Monitoring the status of cases on appeal for compliance with the applicable rules and with orders and notices issued by the Court;
- Assisting with the management of cases on the Court's docket;
- Examining filings for compliance with the applicable rules;
- Reviewing appeals, petitions for writ of certiorari, and petitions for extraordinary writs;
- Issuing notices and orders of the Court;

- Reviewing records on appeal to ensure that essential trial court pleadings and orders as well as all necessary transcripts are included;
- Reviewing briefs and other filings for compliance with applicable rules;
- Making entries on the docket of the Court;
- Answering telephone calls from attorneys, litigants, and the public;
- Preparing written correspondence concerning court matters;
- Assisting in preparation of annual and monthly statistical reports; and
- Other duties assigned by the Clerk of the Court.

REQUIRED KNOWLEDGE AND/OR SKILLS

- Knowledge of Alabama law, particularly the areas of law that are within the jurisdiction of the Supreme Court of Alabama;
- Knowledge of court procedure, including the Alabama Rules of Appellate Procedure, the Alabama Rules of Civil Procedure, and the Alabama Rules of Criminal Procedure;
- Excellent legal research and writing abilities;
- Knowledge of the principles of public administration;
- Ability to analyze and evaluate facts, evidence, legal filings/instruments, and legal arguments and present analysis, findings, and recommendations regarding such material in clear and logical form;
- Ability to multi-task while remaining exceptionally detail oriented;
- Ability to deal tactfully, professionally, and effectively with attorneys, judges, court officials, elected officials, litigants, and the general public;
- Ability to independently master internal software applications based on written and verbal instruction;
- Working knowledge of Microsoft Word and Microsoft Excel;
- Knowledge of the English language including writing, sentence structure, grammar, punctuation, and spelling;
- Ability to establish and maintain effective working relationships;
- Ability and willingness to perform tasks to assist the Clerk in maintaining a current Court docket and ensuring the efficient operation of the Court;
- Ability to communicate effectively, both orally and in writing, to a variety of individuals, including public officials, attorneys, and the general public; and
- A strong work ethic, pleasant and professional demeanor, and a positive attitude.

MINIMUM QUALIFICATIONS

- A Juris Doctor degree.
- Considerable progressively responsible experience in professional legal work.
- Member in good standing of the Alabama State Bar.
- Experience in appellate practice is preferred.

SALARY

Salary range is $65,436.00 - $109,982.40 and will be commensurable with qualifications and experience. Benefits include annual leave, sick leave, health insurance, and retirement.

HOW TO APPLY

Qualified individuals should submit a letter of interest and resume with references to the Clerk of the Supreme Court of Alabama, Megan B. Rhodebeck, 300 Dexter Avenue, Montgomery, AL 36104, or via e-mail to supremecourthr@alappeals.gov. Selected applicants will be scheduled for interviews.

EQUAL OPPORTUNITY EMPLOYER