



ADMINISTRATIVE OFFICE OF COURTS

300 Dexter Avenue
Montgomery, Alabama 36104-3741
(334) 954-5000

Sarah H. Stewart
Chief Justice

Nathan P. Wilson
Administrative Director of Courts

SEPTEMBER 14, 2026

OPEN JOB ANNOUNCEMENT

STAFF ATTORNEY III (11533)

\$86,359.20 - \$110,570.40

LOCATION: ALABAMA COURT OF CIVIL APPEALS

GENERAL

Judge Matt Fridy of the Alabama Court of Civil Appeals is currently accepting applications from qualified individuals for a Staff Attorney position in chambers, in the class of Attorney III (11533). Applications will be accepted until **September 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.

DEFINITION

This permanent, full-time position is a highly responsible professional legal job performed in the chambers of Judge Matt Fridy of the Alabama Court of Civil Appeals. The employee in this position serves as a staff attorney working directly for the judge and is primarily responsible for drafting proposed opinions and legal memoranda in appeals and petitions filed with the Court. The employee works closely with the judge and the judge's other staff attorneys as part of a collaborative legal team. Work is performed under the general direction of the judge. The primary office is located in Montgomery, Alabama, but some remote work is possible.

EXAMPLES OF WORK PERFORMED

The following are examples of some of the work to be performed:

- Drafting proposed opinions, orders, and other dispositive documents for the judge's review in cases pending before the Court.
- Preparing legal memoranda analyzing the issues, record, and controlling authority in assigned appeals, petitions, and motions.
- Conducting in-depth legal research on complex and, at times, novel questions of Alabama law within the Court's jurisdiction.
- Reviewing briefs, motions, and other filings and summarizing the relevant facts, procedural history, and legal issues for the judge.
- Verifying citations, record references, and case authority for accuracy before circulation.
- Collaborating with the judge's other staff attorneys in discussing and analyzing pending cases.

AN EQUAL OPPORTUNITY EMPLOYER
Visit us at <http://humanresources.alacourt.gov>

- Monitoring caselaw, legislative changes, and amendments to the Alabama Rules of Civil Procedure, Appellate Procedure, and Juvenile Procedure that may affect pending matters.
- Maintaining strict confidentiality regarding deliberations, draft opinions, and other sensitive chambers matters.
- Assisting with special research projects and other duties as assigned by the judge.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent legal research and writing abilities, with the ability to produce clear, well-organized, and well-reasoned written work under deadline pressure.
- Knowledge of Alabama law.
- Knowledge of court procedure, including the Alabama Rules of Civil Procedure, the Alabama Rules of Appellate Procedure, and the Alabama Rules of Juvenile Procedure.
- Ability to analyze and evaluate facts, evidence, legal filings, and legal arguments, and to present analysis, findings, and recommendations in clear and logical form, orally and in writing.
- Ability to work collegially and effectively as part of a team of lawyers, exercising sound judgment and discretion.
- Strong organizational skills and the ability to manage multiple assignments and competing deadlines.
- Ability to deal tactfully, professionally, and effectively with judges and court officials.
- Working knowledge of Microsoft Word and Microsoft Excel, and familiarity with legal research platforms such as Westlaw or Lexis.
- Knowledge of the English language, including writing, sentence structure, grammar, punctuation, and spelling.
- Ability to establish and maintain effective, professional working relationships.

QUALIFICATIONS

- Juris Doctor.
- Three years of professional legal experience required.
- Experience as a judicial law clerk preferred.
- Law Review or journal experience preferred.

SALARY

Salary range is \$86,359.20 – \$110,570.40 and will be commensurate 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, resume, and legal writing sample to Judge Matt Fridy, Alabama Court of Civil Appeals, 300 Dexter Avenue, Montgomery, Alabama 36104, or via e-mail to matt.fridy@alappeals.gov. Selected applicants will be scheduled for interviews. References may be requested.