

**SUPREME COURT OF TEXAS**  
**PERMANENT JUDICIAL COMMISSION FOR CHILDREN, YOUTH AND FAMILIES**

**ATTORNEY IV**

**\$80,000-\$95,000**

**Full-time: 40 Hours per Week**

**GENERAL DESCRIPTION**

Assist the Permanent Judicial Commission for Children, Youth and Families (Children's Commission) in administering the federal Court Improvement Program, which directs the Supreme Court of Texas to assess the role, responsibilities, and effectiveness of state trial courts in carrying out state laws relating to child welfare proceedings. The position reports to the Executive Director of the Children's Commission.

**REQUIREMENTS OF THE JOB**

Perform the job in a manner that fulfills the Children's Commission's strategic plan for improving outcomes of safety, permanency, and well-being for children and families in the Texas child welfare system.

Serve as liaison with partnering stakeholders and represent the Children's Commission in its mission to institutionalize collaboration among executive, legislative, judicial, and tribal nation leaders.

Support Children's Commission workgroups or subcommittees as assigned, which may include convening multi-disciplinary stakeholders, facilitating substantive planning sessions and discussions, creating project timetables, evaluating strategies and proposed solutions, and producing related reports.

Identify measurable project goals and objectives, including criteria for evaluating a project and its objectives or assignment. Develop and follow communication and action plans for projects.

Provide information and technical assistance to Children's Commission staff, other agencies, courts, community organizations, and the general public.

Speak and make presentations to child welfare organizations, partnering stakeholders, and members of the Texas judiciary and legal community.

Author or contribute to written and other materials as required, such as reports, newsletters, articles, Op-Eds, speeches, judicial directives, policy and data analysis, and Children's Commission website content.

Participate in planning and conducting periodic Children's Commission meetings with agendas, reports, presentations, and budgets.

Perform research on legislative acts and amendments to assess their impact on child protection courts in Texas and draft policy memoranda or research reports, as appropriate. Support statewide efforts to implement recently enacted laws, as assigned.

Travel to state and national conferences and meetings to confer with other Court Improvement Programs, the National Council of Juvenile and Family Court Judges, the National Center for State Courts, the National Conference of State Legislatures, the ABA Center on Children and the Law, Casey Family Programs, and other state and national organizations on broad issues affecting child welfare policy.

Demonstrate effective budget, project, and time management.

Complete all reports and recommendations by specified dates.

Supervise the work of other staff and interns, as assigned.

Perform related work, as assigned.

### **Experience and Education**

At least three years' experience as a licensed attorney and graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree.

### **Knowledge, Skills, and Abilities**

Ability to exercise sound judgment in making critical decisions, analyze child welfare system information and data, and develop plans to address identified issues.

Possess facilitation skills, be able to maintain functioning and effective collaborative relationships, and coordinate project activities with state agencies, governmental entities, and private sector partners.

Possess a thorough understanding of the federal Court Improvement Program, state and federal child welfare law and policies, and the Texas court system.

Possess excellent legal research, writing, analytical, facilitation, and project management skills.

Ability to speak in public to high-level executives, professional organizations, and the legislature.

Travel required – at least 30 percent.

Knowledge of Texas child welfare system is required.

Knowledge of federal and state laws regarding child welfare is preferred.

Understanding of the factors impacting child and family well-being, including childhood trauma, culture, race, mental health, and Native American history is preferred.

**Registration, Certification, or Licensure**

Must be licensed to practice law in Texas.

To apply: Submit a completed State of Texas job application and resume to [cip-applications@txcourts.gov](mailto:cip-applications@txcourts.gov). To obtain a State application, please visit [WorkInTexas.com](http://WorkInTexas.com).

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