



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: February 9, 2018

Closing Date: Until Filled

Job Listing Identification Number: 00001667

State Class. No. and Salary Group: 1573/B20

State Job Title: Program Specialist IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: Policy Analyst

Location: Austin, Texas

Monthly Salary Range: \$4,583.34 - \$5,000.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 30% No

About the Texas Indigent Defense Commission (TIDC)

The Texas Indigent Defense Commission provides financial and technical support to counties to develop and maintain quality, cost-effective indigent defense systems that meet the needs of local communities and the requirements of the Constitution and state law. Learn more at tidc.texas.gov.

Job Description:

Plans, develops, and implements TIDC's policy monitoring program. Provides highly complex (senior-level) consultative and technical assistance work to staff, government agencies, community organizations, and the public. Responsibilities include (1) evaluating indigent defense systems and procedures; (2) fostering accountability and quality legal representation; and (3) promoting compliance with the Fair Defense Act, rules promulgated by TIDC, and other applicable laws. Prepares and presents reports on findings and recommendations. Works collaboratively with judges, lawyers, and local officials to develop remediation plans in instances of noncompliance. Provides guidance on how to operate public defense more efficiently and effectively. May train others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Collects, compiles, and analyzes research data both on- and off-site to identify system strengths and weaknesses, as well as to determine compliance with program requirements, laws, and procedures.
- Prepares and presents detailed, comprehensive written reports of findings and recommendations related to program activities.
- Develops and presents training materials on program activities.

- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.
- Two years of graduate studies in law, public policy, or related field.
- Superior written and oral communications skills.
- Skill in use of Microsoft Office applications.

Preferred Qualifications:

- Doctor of Jurisprudence.
- Knowledge of local, state, and federal laws relating to indigent defense.
- Public defense experience or judicial clerkship.
- Two years of experience in law, public policy, research, or related field.
- Skill in conducting legal research.
- Demonstrated leadership skills.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

59A, 30,OS, 641X, 0205, 0640, 86MO

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

Submit a complete application through CAPPs Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00001667&tz=GMT-06%3A00> .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

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.