



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: October 10, 2021

Job Listing Identification Number: 14875611

State Job Title: Program Specialist IV

Agency Job Title: Pretrial Program Specialist

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

Remarks: Salary commensurate with experience.

Closing Date: Until Filled

State Class. No. and PayGroup: 1573/B20

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: 15% Yes No

Job Description:

Performs highly complex (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Serves as a program specialist for pretrial and bail initiatives for the Texas Office of Court Administration.
- Works with Pretrial Program Manager and Research and Court Services Director to assist with the development and implementation of statewide research, programs and projects associated with work products supporting pretrial and bail.
- Provides technical assistance to judges and court staff across the State of Texas in the use of programs related to bail and pretrial.
- Provides administrative support for the Public Safety Report System.
- Assists with administrative and maintenance support for risk assessment tools.
- Assists with webinars and other training methods for bail and pretrial work.
- Maintains and assists with developing annual reporting requirements from the legislature regarding the public safety report system and any other bail and pretrial related activities.
- May review and evaluate the impact of federal and state laws on bail and pretrial in Texas.
- Makes recommendations on work and initiatives to assist with effective pretrial and bail practices in Texas courts.
- Prepares and assists with website content and reporting statistics.

- Assists with presentations and information communications regarding program work.
- May travel to assist with training as needed.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university. Relevant experience may be substituted for education on a year-for-year basis.
- At least two years of experience in criminal justice program support or program administration.
- Comprehensive knowledge of the criminal justice system and criminal justice administration.
- Time management and organizational skills.
- Outstanding written and verbal communication skills.
- Strong project coordination skills.

Preferred Qualifications:

- Knowledge of the operations, services, and activities of a pretrial services program.
- Knowledge of state and national pretrial standards, requirements, policies, and procedures.
- Substantial experience working with customers or the public.
- Experience writing detailed and comprehensive reports and memoranda.
- Proficient in Microsoft Office Suite.
- Experience in project planning, management, and implementation.
- Experience working with courts and court personnel.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

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.

PS, 51C, 92Z, 1573, 1561

Additional Military Crosswalk information can be accessed at

<https://hr.sao.texas.gov/Compensation/JobDescriptions/R1573.pdf>

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com.

Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

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.