



# OFFICE OF COURT ADMINISTRATION

David Slayton  
Administrative Director

## JOB VACANCY NOTICE

**Posting Date:** November 18, 2014

**Closing Date:** Open until filled

**Job Listing Identification Number:** OCA-212-15-04

**State Classification Number and Step:** Class No. 1574 / B21

**State Job Title:** Program Specialist V

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Policy Analyst

**Location:** Austin, Texas

**Monthly Salary Range:** \$4,025.00 to \$6,000.00

**Type of Job:**  Full Time  Part Time

**Remarks:**

**Travel Required:**  Yes – 33%  No

**Job Description:** Performs advanced (senior-level) consultative services, policy analysis, program assessment, and technical assistance work. Work involves planning, developing, researching, and implementing a major agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. Work involves coordinating and conducting studies and evaluations, reviewing systems and procedures to promote local compliance and accountability with the legal requirements of Fair Defense Act and rules promulgated by the Texas Indigent Defense Commission. Prepares and presents comprehensive reports on findings and recommendations. Works collaboratively with court and local officials to develop remediation plans in instances of non-compliance and may provide guidance on how to operate public defense more efficiently and effectively. Trains, leads, and/or prioritizes the workload of others. May assign and/or supervise the work of others. Works under limited supervision, with considerable 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.
- Prepare and present detailed, comprehensive written reports of findings and recommendations related to program activities.
- Develop and present training materials on program activities.

### Minimum Qualifications:

- Post-Graduate degree in political science, social sciences, statistics, and economics or a related field and one year of relevant work experience.
- Superior writing and editing skills demonstrated by authorship or joint authorship of report or article.
- Skill in use of Microsoft Office applications.

### Preferred Qualifications:

- Doctor of Jurisprudence or Doctor of Philosophy
- Knowledge of local, state and federal laws relating to the program area.
- Skill in conducting research and statistical analysis with SPSS or similar software tools.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to (512) 463-1648, or email to [ocajobs@txcourts.gov](mailto:ocajobs@txcourts.gov). State applications are available on the Internet at [WorkinTexas.com](http://WorkinTexas.com). Resumes may accompany applications, but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in 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, national origin, sex, religion, age or disability in employment or 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 by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.**