

STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B27

Class No. 3505

ATTORNEY IV

\$76,356 - \$129,137

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 a 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 multidisciplinary 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 stakeholders, 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, resource guides, and Children's Commission website content.

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

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

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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

A minimum of 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 preferred.

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 working knowledge of 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%.

Understanding of the factors impacting child and family well-being, including childhood trauma, mental health, and cultural competence is preferred.

Registration, Certification, or Licensure

Must be licensed to practice law in Texas.

The Supreme Court of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.

Military Crosswalk:

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

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How to Apply instructions:

Employer Name: SUPREME COURT OF TEXAS

Contact: Tiffany Edwards, Executive Assistant

Email: cip.applications@txcourts.gov

Additional Contact Instructions: Please submit a complete State of Texas employment application, a resume or curriculum vitae, and a writing sample. Please submit by email to cip.applications@txcourts.gov, by fax to (512) 463-8895, or by mail to: Regular Mail (USPS) please use Supreme Court of Texas, Attn: Children's Commission, P.O. Box 12248, Austin, TX 78711; FedEx or UPS please use Supreme Court of Texas, Attn: Children's Commission, 201 W 14th Street, Room 104, Austin, TX 78701. State of Texas applications must be completed and signed. Incomplete or unsigned applications may not be considered. Please email cip.applications@txcourts.gov with any questions.