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Office of Court Administration  
Megan LaVoie, Administrative Director

### JOB VACANCY NOTICE

**Posting Date:** 11/21/2023

**Closing Date:** 12/05/2023

**Job Listing Identification Number:** 00038242

**State Class. No. and Pay Group:** 1601/B23

**State Job Title:** Manager II

**FLSA Status:**  Exempt  Non-Exempt

**Agency Job Title:** Specialty Court Program Manager

**Location:** Austin, TX

**Monthly Salary:** \$6,416.67 - \$7,083.34

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

**Remarks:** Salary commensurate with qualifications and experience.

**Travel Required:**  Yes 25%  No

#### Job Description:

Performs moderately complex (journey-level) managerial and technical assistance work to judges, clerks and court personnel working in specialty and problem-solving courts. Work involves planning, overseeing, and administration of specialty courts in Texas, in accordance with Texas Government code § 121.002. Works under general supervision of agency’s Division Director for Court Services, with limited latitude for the use of initiative and independent judgment.

#### Essential Job Functions:

- Serves as liaison between the agency and external stakeholders for the oversight of specialty courts and represents the agency at business meetings, stakeholder meetings, conferences and seminars, boards, panels, commissions, task forces, and committees related to specialty courts and problem-solving courts..
- Provides guidance and technical support and training to judges, clerks and other court personnel on specialty court and problem-solving court operations and best practices.
- Ensures proper registration requirements are followed for all specialty courts and ensures compliance with all programmatic best practices recommended by the Specialty Courts Advisory Council under Texas Government Code § 772.0061 (b)(2) and approved by the Texas Judicial Council.
- Plans and oversees and program support in collaboration with other appropriate entities.
- Reports to the Criminal Justice Division of the Governor’s Office and the Texas Judicial Council any information required by the division or council regarding the performance of the program and works with the Governor’s office to provide performance and program data.
- Serves as Statewide Problem-Solving Courts Coordinator, content subject matter expert, tasked with providing advice and information to leadership within the State of Texas.
- Develops and implements statewide research, programs and projects associated with work products supporting specialty courts and problem-solving courts.
- Works with the Texas Specialty Court Advisory Council, as defined by Texas Government Code § 772.0061, in their role of evaluating grant applications for local programs.
- Works with the Texas Specialty Court Resource Center and other partner organizations in the evaluation and self-assessment of local programs.
- Provides technical and programmatic assistance to judges and court staff across the State of Texas in the use of programs related to specialty courts and problem-solving courts.
- Develops webinars and other training methods for specialty courts and problem-solving courts.

- Reviews and evaluates the impact of federal and state laws on specialty courts in Texas.
- Monitors specialty court programs for compliance with programmatic best practices, and makes recommendations on work and initiatives to assist with effective specialty courts and problem-solving courts practices in Texas courts.
- Oversees website content and reporting statistics related to program, presentations and information communications regarding program work and ensures the state specialty court databases is current and up to date.
- Produces required specialty court reports and presentations; compiles, maintains, and evaluates program statistics.
- Research, drafts, edits and presents procedures and policies for review and approval.
- Continually identifies grants and other resources that may benefit state or local county operations for specialty or problem-solving courts. For grant opportunities, develops and submits grant applications, and subsequently maintains compliance with grant requirements.
- Develops and maintains positive relationships with courts across the state.
- Participates in and networks with the Texas Association of Specialty Courts, All Rise and other organizations affiliated with the best practices of specialty and problem-solving courts.
- Travels to assist with training and observation of operational courts and graduations.
- 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; and
- Five years of experience in program support or management or program administration.
- Experience working with courts, court personnel and criminal justice agency partners.
- Experience and comfort with public speaking and presentations.
- Supervision experience.
- Experience in project planning, management, coordination and implementation.
- Proficient in Microsoft Office Suite.

#### **Preferred Qualifications:**

- Experience with differentiated case management principles and techniques.
- Experience assisting in developing and implementing court improvement projects.
- Experience writing detailed and comprehensive reports and memoranda.

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

- Comprehensive knowledge of the criminal justice system and criminal justice administration.
- Knowledge of the operations, services and activities of a specialty or problem-solving court and related state and federal laws.
- Knowledge of differentiated case management principles and techniques.
- Knowledge of state and national treatment court standards, requirements, policies, and procedures.
- Time management and organizational skills.
- Outstanding written and verbal communication skills.

**Employment Conditions:**

- Regular attendance required.
- Travel will be required. Valid Texas driver's license required to operate a motor vehicle to conduct agency business.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

**Note:**

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army: No military equivalent, Navy: 611X-LDO Operations, Coast Guard: SE15-Enterprise Policy, Planning, Budget, and Management, Marine Corps: 0203-Ground Intelligence Officer, Air Force: 16GX-Air Force operations Staff Officer, Space Force: No military equivalency. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed

at: [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:**

All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on [www.WorkinTexas.com](http://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. 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.