



Austin American Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

JOB VACANCY NOTICE

Posting Date: December 5, 2023

Closing Date: December 19, 2023

Job Listing Identification Number: 00038549

State Class. No. and Pay Group: 1574/B21

State Job Title: Program Specialist V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Specialty Courts Program Specialist

Location: Austin, TX

Monthly Salary: \$5,416.67 - \$5,750.00

Type of Job: Full Time Part Time

Remarks: Salary commensurate with qualifications and experience.

Travel Required: Yes 20% No

Job Description:

Performs advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing and implementing specialty court programs with many different partner agencies and organizations on the enhancement of the specialty court program. Performs technical assistance to judges, clerks and court personnel working in specialty and problem-solving courts. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment

Essential Job Functions:

- Serves as a program specialist supporting the specialty court and problem-solving court programs throughout the state of Texas as defined by Texas Government Code § 121.002.
- Ensures proper registration requirements are followed for all specialty courts.
- Works with Program Manager and the Governor's office to provide performance and program data.
- Assists with the 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.
- Serves as a program specialist for specialty and problem-solving court initiatives for the Texas Office of Court Administration.
- Provides direct administrative and operational assistance to the Specialty Courts Program Manager and Court Services Director to assist with the development and implementation of statewide research, programs and projects associated with work products supporting specialty courts and problem-solving courts.
- Assists with the technical assistance to judges and court staff across the State of Texas in the use of programs related to specialty courts and problem-solving courts.
- Provides administrative support to state specialty court databases.
- Assists with webinars and other training methods for specialty courts and problem-solving courts.
- May assist in review and evaluation of the impact of federal and state laws on specialty courts in Texas and assists with implementation of any statewide legislative impacts.
- Prepares and assists with website content and reporting statistics.
- Produces required specialty court reports and presentations; compiles, maintains, and evaluates program statistics.
- Assists with any needed research, data and reports, procedures and policies.
- May assist in identifying and writing grants or assisting others in the preparation and timely submission

of grant proposals.

- Ensures the continued support of the program services by developing and maintaining positive relationships with courts across the state.
- Assists with presentations and information communications regarding program work.
- 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.
- 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; and
- At least two years of experience in program support or program administration.
- Experience delivering excellent written and verbal communication.
- Experience delivering project coordination.
- Proficient in Microsoft Office Suite.
- Substantial experience working with customers or the public.

Preferred Qualifications:

- Experience writing detailed and comprehensive reports and memoranda.
- Experience in project planning, management, and implementation.
- Experience working with courts and court personnel.

Knowledge, Skills, and Abilities:

- Knowledge of the operations, services and activities of a specialty or problem-solving court.
- Knowledge of state and national treatment court standards, requirements, policies, and procedures.
- Comprehensive knowledge of the criminal justice system and criminal justice administration.
- Ability to work effectively with a wide variety of internal and external customers.
- Time management and organizational skills.

Employment Conditions:

- Regular attendance required.
- 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. Army: No military equivalent, Navy: OS-Operations Specialist, Coast Guard: OS-Operations Specialist, Marine Corps: No military equivalent, Air Force: 8U000-Unit Deployment Manager, 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

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. 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.