

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B28

Class No. 3505

### ATTORNEY IV

\$92,600 - \$156,612

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 and assessing the role, responsibilities, and effectiveness of state trial courts in carrying out state laws relating to child welfare proceedings. Perform advanced (senior level) legal work. The position reports to the Executive Director of the Children's Commission.

#### **REQUIREMENTS OF THE JOB**

Execute goals and objectives consistent with 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.

Participate in planning regular Children's Commission and committee meetings with agendas, reports, and presentations. Convene multidisciplinary stakeholders, facilitating substantive discussions, and producing related reports.

Identify measurable goals, including criteria for evaluating a project and its objectives. Develop and follow project timelines as well as communication and action plans.

Speak on behalf of the Children's Commission. Create and deliver presentations to child welfare organizations, collaborative partners, members of the Texas judiciary, and the legal community.

Provide information and technical assistance to Children's Commission staff, other agencies, courts, and child welfare stakeholders.

Author and contribute to written and other materials, such as reports, newsletters, articles, Op-Eds, speeches, policy and data analysis, resource guides, and Children's Commission website content.

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

Travel to state and national conferences and meetings to confer with other Court Improvement Programs and other state and national organizations on broad issues affecting child welfare policy and practice.

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Demonstrate effective budget, project, and time management.

Work under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Supervise the work of other staff and interns, as assigned.

Perform related work, as assigned.

### **Experience and Education**

A minimum of five years of experience in child welfare law as a licensed attorney with Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree from an accredited university. Must be a member in good standing with the State Bar of Texas.

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

Exercise sound judgment in making critical decisions, analyze child welfare system information and data, and develop plans to address identified issues.

Possess facilitation skills, maintain functioning and effective collaborative relationships, and coordinate project activities with state agencies, governmental entities, and private sector partners.

Possess a comprehensive knowledge of state and federal child welfare law and policies and the Texas court system.

Possess excellent legal research, writing, analytical, and project management skills.

Possess strong public speaking skills to address high-level executives, professional organizations, and members of the judiciary and the Legislature.

Ability to travel at least 30%.

Understanding of systems improvement and factors impacting child and family well-being, including education, human trafficking, and prevention is strongly preferred.

### **Registration, Certification, or Licensure**

Must be licensed as an attorney by the State of Texas. Certification by the Texas Board of Legal Specialization in the Child Welfare Law specialty area preferred.

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, disability or any other characteristic protected by state or federal law.

Military Crosswalk: [Military Crosswalk for Occupational Category - Legal](#)

### **How to Apply instructions:**

Employer Name: SUPREME COURT OF TEXAS

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Contact: Tiffany Edwards, Program Specialist

Email: [cip.applications@txcourts.gov](mailto:cip.applications@txcourts.gov)

Required Documents include:

- 1) Cover Letter;
- 2) Completed State of Texas Application for Employment; and
- 3) Resume.

Additional Instructions: Please submit by email to [cip.applications@txcourts.gov](mailto:cip.applications@txcourts.gov), or by fax to (512) 463-8895, or by mail to: Regular Mail (USPS). If using regular mail, please use Supreme Court of Texas, Attn: Children's Commission, P.O. Box 12248, Austin, TX 78711. If using FedEx or UPS, please use Supreme Court of Texas, Attn: Children's Commission, 201 W 14th Street, Room 104, Austin, TX 78701. Incomplete or unsigned applications may not be considered. Please contact [cip.applications@txcourts.gov](mailto:cip.applications@txcourts.gov) with any questions.