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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: September 25, 2025

Job Listing Identification Number: 00053071

State Job Classification: Program Specialist IV

Functional Title: Specialty Courts Program Specialist

Monthly Salary: \$5,166.67 - \$5,666.67

Remarks: Salary commensurate with experience.

Closing Date: Until filled

State Class. No. & Pay Group: 1573 / B20

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Remote (Within State of Texas)

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes (25%) ☐ No

Job Description:

Performs highly complex (senior-level) consultative services and technical assistance work. Serves as a program specialist supporting the specialty court programs throughout the state of Texas as defined by Texas Government Code § 121.002. Verifies proper registration requirements are followed for all specialty courts and assists with ensuring 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. Works with Program Manager and the Governor's office to provide performance and program data. Maintains and strengthens relationships with partner agencies and community organizations to support the growth and effectiveness specialty court programs. Provides technical assistance to judges and court personnel working in specialty courts. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Serves as a program specialist for specialty court initiatives for the Texas Office of Court Administration (OCA).
- 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 supporting specialty courts.
- Assists the Texas Specialty Courts Program Manager in developing, implementing, and maintaining a statewide case management system.
- Assists with managing statewide and local data reporting.
- Provides guidance and technical assistance in identifying community resources, funding, and problem-solving procedures (reduced recidivism, cost-benefits, and overall program success).
- Attends national technical assistance, operational trainings, and peer reviews to provide additional collaborative support and assistance to local courts.
- Assists with webinars and training for specialty courts.
- May assist in review and evaluation of the impact of federal and state laws on specialty courts in Texas. 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, reports, procedures and policies.
- Assists in identifying and writing grants or assisting others in the preparation and timely submission of grant proposals, as well as managing grant execution and reporting requirements.
- Develops and maintains positive and supportive relationships with specialty court team members statewide.
- Continuously updates the specialty court registry and contact information for local court teams.
- Participates in and networks with organizations affiliated with the support of specialty courts.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- Two (2) years of experience working with courts, court personnel, and civil/family/criminal justice system and court processes.
- Experience developing and delivering information and presentations.
- Experience in project coordination.
- Experience creating visually stimulating charts, graphs and reports.
- Experience working with the public or providing customer service.

Preferred Qualifications:

- Experience as a specialty court team member and/or probation services working with specialty court participants.
- Experience working with treatment courts.
- Established relationships with specialty court personnel and stakeholders.
- Experience using Qualtrics and other data management software.
- Experience writing detailed and comprehensive reports and memoranda.
- Experience in project planning, management, and implementation.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of the criminal justice system and criminal justice administration; Knowledge of local, state, and federal laws related to the program area; administration techniques; training and program processes and techniques, as they relate to the Texas Judiciary.
- Knowledge of best practice standards for treatment courts, and knowledge of statistics (data

collection, analysis and reports, interpretation, and presentation of data); and of the operations, services and activities of a specialty or problem-solving court.

- Skill in identifying measures or indicators of program performance and in the use of a computer and applicable software.
- Excellent written and verbal communication skills; Proficiency in Microsoft Office Suite.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; and to communicate effectively.
- Ability to lead and manage multiple complex projects and deadlines effectively and deliver informative presentations, policy, and reports to a variety of audiences.

Employment Conditions:

- Regular attendance required.
- Operates standard office equipment, computer hardware and software.
- 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. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Army: No military equivalent, Navy: OS – Operations Specialist, Coast Guard: OS – Operations Specialist, Marine Corps: No military equivalent, Air Force No military equivalent. 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 [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.