

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B22

Class No. 1833

### INFORMATION SPECIALIST

\$78,000 - \$88,000

Full-time: 40 Hours per Week

Austin, Texas

### **GENERAL DESCRIPTION**

The Texas Judicial Commission on Mental Health coordinates cross-system partners, provides specialized judicial and attorney education, and develops practical guidance to support consistent court practices across the state, improving the administration of justice for Texans with mental health needs, substance use disorders, or intellectual and developmental disabilities. The JCMH Communications Manager develops and manages the Commission's written, visual, and digital communications and assists attorneys in producing high-quality educational resources and publications.

### **Job Responsibilities**

Support JCMH attorneys in meetings, projects, and publications, including:

- write articles, newsletters, and educational material;
- film, edit, publish videos;
- manage the JCMH website;
- host and edit the JCMH podcast and materials for content-sharing platforms; and
- create graphics for the Bench Books and other publications.

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

- Skill in editorial and design concepts and practice, ability to use Adobe Acrobat, InDesign, Premiere Pro, Lightroom, Photoshop, Microsoft Office 365, Canva, Outlook.
- Knowledge of court and judicial systems; preferred knowledge of best practices and common issues at the intersection of mental health and the judicial system.
- Ability to travel at least 20%.

### **Experience and Education**

The communications manager must have a minimum of 3 years of experience in the communications field.

### **How to Apply:**

Send a cover letter, State of Texas employment application, and resume via electronic mail to [JCMH.Applications@txcourts.gov](mailto:JCMH.Applications@txcourts.gov). If necessary, an alternative way to receive the materials can be arranged.

A State of Texas employment application can be accessed [here](#).

The Supreme Court of Texas is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by state or federal law.

Military Crosswalk:

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to

this position 27A, 250X, 4402, 51JX, LGL10. [Additional Military Crosswalk information can be accessed here.](#)