JOB VACANCY NOTICE

Posting Date: June 24, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14643911

State Class. No. and Salary Group: 1573/B20

State Job Title: Program Specialist IV

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Policy Analyst

Location: Austin, Texas

Type of Job: ☒ Full Time ☐ Part Time

Monthly Salary Range: $5,000.00-$5,833.34

Travel Required: ☒ Yes 30% ☐ No

Remarks: Salary commensurate with experience.

About the Texas Indigent Defense Commission (TIDC)

TIDC funds, oversees, and improves Texas public defense. Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

Last year, TIDC awarded over $35 million in public defense funding, added public defender offices in 10 counties, monitored public defense in 32 counties, trained over 3,000 people, launched a new data portal, and released a major publication on public defender offices. Learn more at tidc.texas.gov.

Mission
Protecting the right to counsel, improving public defense.

Vision
Excellent representation for all.
Job Description:
As a TIDC policy analyst, you are part of a team that improves Texas public defense through court observation, interviews, record review, investigation, and writing. When you find problems with a public defense system, you recommend changes and work with judges, lawyers, court personnel, and county officials to create better public defense systems and comply with the Fair Defense Act. In addition to these core duties, policy analysts have some flexibility to work on other TIDC projects, including presentations, publications, public defender office planning, and more. You provide highly complex (senior-level) assistance to staff, government agencies, community organizations, and the public. You work under limited supervision, with moderate latitude for the use of initiative and independent judgment. You may train others.

Essential Job Functions:
- Conducting court observations, interviews, and record reviews to investigate county public defense systems.
- Assessing counties’ compliance with state laws.
- Writing policy monitoring reports.
- Providing technical assistance to counties to promote compliance with the Fair Defense Act.
- Training attorneys, judges, and court personnel on public defense best practices.
- Performing other tasks to monitor or improve Texas public defense.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:
- Graduation from an accredited four-year college or university.
- Two years of graduate studies in law, public policy, or related field.
- Applicants selected for interview will be required to submit a writing sample.
- Superior written and oral communications skills.
- Skill in use of Microsoft Office applications.
- Strong desire to improve public defense in Texas.

Preferred Qualifications:
- Doctor of Jurisprudence.
- Knowledge of local, state, and federal laws relating to public defense.
- Experience in public defense, public policy, or research.
- Skill in conducting legal research.
- Leadership skills.
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.
59A, 30,OS, 641X, 0205, 0640, 86MO
Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:
All applications for employment with the Office of Court Administration must be submitted electronically through 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.