



# GRANT SPECIALIST

## POSITION PROFILE



# WELCOME

Welcome to the Texas Indigent Defense Commission. TIDC funds, oversees, and improves public defense throughout the State of Texas.

We're seeking to hire a grant specialist.  
We hope you'll join us.





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## INTRODUCTION

# ABOUT TIDC

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TIDC funds, oversees, and improves Texas public defense. TIDC has historically only focused on indigent defense in criminal matters, but in recent years has expanded its focus to also include family representation (child and parental representation in Child Protective Services cases). Here is some of the work we do:

- Planning and funding new public defender and managed assigned counsel offices.
- Funding criminal 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.





# MISSION AND PERFORMANCE

Mission: Protecting the right to counsel, improving public defense.

You can learn more at [tidc.texas.gov](https://tidc.texas.gov).





## GRANT SPECIALIST

# THE OPPORTUNITY



### JOB DESCRIPTION

As a TIDC Grant Specialist, you will be part of a team administering funding for public defense improvement projects in Texas. The Grants Specialist coordinates grant application and review processes, prepares award documents, develops, and monitors grantee reporting, ensures that grant documentation is organized, complete, and complies with all appropriate rules, statutes, and guidelines. Grant Specialists also assist grantees with budget adjustments, grant modification requests, reporting questions, and other grant administration duties.

The Grants Specialist performs advanced (senior-level) grant development, coordination, and administration work. Work involves preparing, maintaining, and reporting of grants; coordinating grant applications; reviewing incoming applications to determine compliance with requirements and standards; monitoring grant awards; and serving as a liaison between funding sources and the state or federal government. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

Monthly Salary: \$5,099.00 - \$5,833.34

# ESSENTIAL JOB FUNCTIONS

- Assists prospective grant applicants with inquiries regarding program requirements, eligibility, and the application process.
- Reviews submitted grant applications to determine the applicant's eligibility for award based on established criteria.
- Ensures a grantee's compliance with conditions of grants by overseeing agreements, expenses, activities, and federal and state regulations.
- Reviews grant progress reports and performance metrics.
- Reviews grant expenditure reports and supporting documentation.
- Ensures compliance with all grant conditions detailed in grant awards statements.
- Organizes and maintains grant documentation files.
- Assists grantees with questions regarding use of funds, required documentation, eligibility of expenditures.
- Assists grantees with preparation of budget revisions or other modifications for awarded grants.
- Provides guidance and assistance to staff and the community regarding grant administration, policies, and procedures; and resolving related issues and concerns.



# ESSENTIAL JOB FUNCTIONS (CONT.)

- Monitors the implementation, management, evaluation, and close-out of grants according to rules and regulations.
- Establishes, develops, and implements procedures for program development and assists in the determination of grant worthiness.
- May supervise the work of others.
- Performs related work as assigned and complies with all OCA and TIDC policies.



## QUALIFICATIONS

# CANDIDATE PROFILE

### Minimum Qualifications:

- Graduation from an accredited four-year college or university. Superior written and oral communication skills
- Three (3) years of experience in the administration, development, and coordination of grants or related ore

### Preferred Qualifications:

- Experience with state government grant programs.
- Experience related to public defense or public policy.
- Experience developing and analyzing program performance metrics or conducting program evaluations.

### Employment Conditions:

- Regular attendance required.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 20 pounds.

### Knowledge, Skills, and Abilities (KSAs):

- Knowledge of laws and regulations pertaining to grants and/or contract administration.
- Knowledge of business administration principles and practices and research and budgeting
- Knowledge of the Texas Grant Management Standards (TxGMS) promulgated by the Texas Comptroller.
- Skill in grant preparation, development, evaluation, and monitoring.
- Skill in report writing.
- Skill in budget development and monitoring.
- Skill in the use of a computer and applicable software including Microsoft Office applications.
- Ability to interpret guidelines, policies, procedures, and regulations.
- Ability to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements.
- Ability to communicate effectively, orally and in writing.





# JOIN US

## HOW TO APPLY

All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#).

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.

**Note:** There are no Military Occupation Specialty (MOS) codes applicable to this position. Additional Military Crosswalk information can be accessed at [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PropertyManagementandProcurement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf).



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.

# Questions?

[info@tidc.texas.gov](mailto:info@tidc.texas.gov)

[tidc.texas.gov](http://tidc.texas.gov)

(512) 936-6994