



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: August 4, 2017

Closing Date: September 1, 2017

Job Listing Identification Number: 00000747

State Class. No. and Pay Group: 1624/B30

State Job Title: Director V

FLSA Status: Exempt Non-Exempt

Agency Job Title: Executive Director, TIDC

Location: Austin, Texas

Monthly Salary Range: \$8,500 - \$11,000

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 25% No

Job Description:

Appointed by the 13 members of the board of the Texas Indigent Defense Commission (Commission), performs highly advanced (senior-level) managerial work providing direction and guidance in strategic operations and planning for the Commission, which is a permanent standing committee of the Texas Judicial Council and is administratively attached to the Office of Court Administration. Work involves administering a statewide system of standards and grants to counties for criminal defendants unable to hire attorneys; establishing a strategic plan and goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Plans, assigns, and supervises the work of 11 full-time staff members. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Administers a statewide system of standards and financing for criminal defendants unable to hire attorneys pursuant to Chapter 79 of the Texas Government Code
- Carries out the policies set by the Commission's Board
- Hires, develops, mentors, and supervises staff
- Oversees the development of a biennial operating budget of more than \$66.5 million dollars
- Assures coordination and consistency of planning within the division and the Office of Court Administration (OCA)
- Works with a broad and diverse group of local, state, and national stakeholders to improve indigent defense in Texas
- Directs the preparation and distribution of all agency publications
- Develops and presents training materials on program activities

- Provides an office leadership role, including the ability to delegate tasks and authority, as appropriate
- Performs other duties as may be deemed necessary to fulfill the obligations of the office and complies with all OCA policies

Minimum Qualifications:

- Licensed Attorney
- Proven ability to collaborate with others with diverse interests
- Superior writing and editing skills
- Ability to communicate clearly and effectively, orally and in writing
- Skill in use of Microsoft Office applications

Preferred Qualifications:

- Ten years of relevant experience
- Knowledge of local, state and federal laws relating to indigent defense
- Knowledge of the principles and practices of public administration and management
- Experience working with a Board of Directors
- Experience working with elected officials
- Demonstrated 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.

00B, 01, 8003, 90G0, 97E0, 27A, 250X, LGL10, 4402, 51JX

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply:

Submit a complete application through CAPPs Recruit at this link

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00000747&tz=GMT-05%3A00> .

Applications must be complete, including start and end dates of work experiences. Resumes may accompany applications in CAPPs but will not be accepted in lieu of completed applications. 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.