



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: October 20, 2021

Job Listing Identification Number: 14875623

State Job Title: Manager II

Agency Job Title: Pretrial Program Manager

Monthly Salary: \$5,833.34 - \$6,500.00

Remarks: Salary commensurate with experience.

Job Description:

Please note: Travel may be higher during project implementation and taper off after the first year.

Performs moderately complex (journey-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. Supervises the work of others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Serves as program manager for pretrial and bail initiatives for the Texas Office of Court Administration.
- Works with Research and Court Services Director to coordinate the development and implementation of statewide research, programs and projects associated with work products supporting pretrial and bail.
- Reviews and evaluates program resource needs to ensure success of mandated work.
- Assists with legislative issues pertaining to pretrial and bail.
- Reviews and evaluates the impact of federal and state laws on bail and pretrial in Texas.
- Makes recommendations on work and initiatives to assist with effective pretrial and bail practices in Texas courts.
- Works with Project Manager to implement SB 6 (87th Legislature – 2nd Called Session) concerning the public safety report system, training, and data reporting.
- May make presentations or other informational communications about bail and pretrial.

Closing Date: Until Filled

State Class. No. and PayGroup: 1601/B23

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes 20% No

- Assists with development of content and assessments for training on the public safety report system.
- Assists in the preparation of legislatively required reports associated with the public safety report system.
- Develops statewide procedures and forms related to the requirements of SB 6 (87th Legislature – 2nd Called Session).
- Develops and analyzes outcome-related data from pretrial work and the public safety report system.
- Represents OCA at business meetings, stakeholder meetings, conferences, seminars, and other professional groups associated with pretrial.
- Keeps abreast of relevant research, best practices, and new developments in the field of pretrial services.
- May travel to assist training as needed.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university. Relevant experience may be substituted for education on a year-for-year basis.
- At least five years of experience in criminal justice program support or management or program administration.
- Comprehensive knowledge of the criminal justice system and criminal justice administration.
- Excellent knowledge of the operations, services, and activities of a pretrial services program.
- Excellent knowledge of state and national pretrial standards, requirements, policies, and procedures.
- Time management and organizational skills.
- Outstanding written and verbal communication skills.
- Supervision experience.
- Strong project coordination skills.

Preferred Qualifications:

- Experience writing detailed and comprehensive reports and memoranda.
- Proficient in Microsoft Office Suite.
- Experience in project planning, management, and implementation.
- Experience working with courts and court personnel.

Employment Conditions:

- Must sit for extended periods of time.
- Valid Texas driver's license required to operate a motor vehicle to conduct agency business.

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.

1559, 8848, PERS, 86MO

Additional Military Crosswalk information can be accessed at <https://hr.sao.texas.gov/Compensation/JobDescriptions/R1601.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.

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.