



OFFICE OF COURT ADMINISTRATION

JOB VACANCY NOTICE

Posting Date: October 28, 2021

Job Listing Identification Number: 14891871

State Job Title: Manager VI

Agency Job Title: Court Services Manager

Monthly Salary: \$7,000.00 – \$8,333.00

Remarks: Salary commensurate with experience. This position is for one year, with the possibility of extension, depending on need and available funding.

Closing Date: Until Filled

State Class. No. and PayGroup: 1605/B27

FLSA Status: Exempt Non-Exempt

Location: Austin, Texas

Type of Job: Full Time Part Time

Travel Required: Yes 20% No

Job Description:

Performs highly advanced (senior-level) managerial work administering the daily operations and activities of OCA's response to Operation Lone Star (OLS) (<https://gov.texas.gov/news/post/governor-abbott-dps-launch-operation-lone-star-to-address-crisis-at-southern-border>). 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 minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Coordinate with local governments, the judiciary, the Texas Indigent Defense Commission (TIDC), and various high-level executive branch agency personnel (including those in the Texas Department of Criminal Justice, the Texas Department of Public Safety, the Texas Commission on Jail Standards, and the Texas Division of Emergency Management) regarding judicial resources needed for the timely magistration of individuals detained under OLS
- Serve as judicial branch representative for OLS activities at State's Emergency Operations Center
- Identify and resolve problems related to OLS judicial administration
- Manage various aspects of OLD judicial administration, including magistration scheduling, visiting judge communications, and vendor communications.
- Devise and update various protocols connected to remote magistration proceedings

- Serve as OCA liaison to judges assigned to perform remote magistration proceedings
- Serve as judicial branch OLS contact point for local government officials
- Coordinate with TIDC to ensure local governments involved in OLS are prepared and informed regarding OLS's impact on the local judiciary and resources available to assist the local judiciary
- Monitor OCA's response to OLS and make recommendations regarding improvements to OCA's OLS business processes
- Supervise administrative staff assigned to assist with remote magistration proceedings
- Travel to areas involved in OLS to perform job functions
- 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.
- Knowledge of the criminal justice system or state emergency management operations.
- Time management and organizational skills.
- Outstanding written and verbal communication skills.
- Supervision experience.
- Strong program management and coordination skills.

Preferred Qualifications:

- Juris Doctorate or study in law.
- Knowledge of Texas criminal procedure law and indigent defense law.
- Knowledge of Texas local government organization.
- Experience writing detailed and comprehensive reports and memoranda.
- Demonstrated leadership skills.
- 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.

1562, 641X, PERS, 8840

Additional Military Crosswalk information can be accessed at

https://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.

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.