

STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B27

Class 3505

ATTORNEY IV

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ATTORNEY I	3502	B21	\$48,278 - \$78,953
ATTORNEY II	3503	B23	\$55,184 - \$90,393
ATTORNEY III	3504	B25	\$63,104 - \$103,491
ATTORNEY IV	3505	B27	\$76,356 - \$129,137
ATTORNEY V	3506	B29	\$92,390 - \$156,256

\$80,000-\$100,000

Full-time: 40 Hours per Week

GENERAL DESCRIPTION

Assist in the implementation of the goals of the Texas Judicial Commission on Mental Health (the JCMH), a commission created by the Supreme Court of Texas and the Texas Court of Criminal Appeals. The Commission works to strengthen criminal and civil courts in the administration of justice for Texans with mental health challenges or intellectual and developmental disabilities (IDD) through judicial and attorney education, collaboration with mental health and IDD experts, and judicial leadership.

Performs highly complex legal work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

REQUIREMENTS OF THE JOB

Assist with technical assistance projects to connect courts to resources, or to support courts seeking to establish mental health courts, dockets, or judicial practices to improve the court and community response to individuals with mental illness or IDD. Technical assistance will be accomplished through conferences, web-based content, and other judicial tools and resources and connecting courts to mentor courts. Travel is required to regional, state, and national conferences and meetings to learn and share best practices.

Participate in strategic planning to improve outcomes for children and adults with mental health challenges or IDD as they intersect with the justice systems. Assist in planning and conducting JCMH meetings with agendas, reports, presentations, and budgets.

Assist in building relationships with stakeholders and represent the JCMH in its mission to institutionalize collaboration among executive, legislative, judicial, and tribal nation leaders.

Identify measurable project goals and objectives, including criteria for evaluating a project and its objectives, and demonstrate excellent project management skills related to

timeliness, progress, accountability, and budgeting. Develop and follow communication and action plans for projects.

Author or contribute to written and other materials as required, such as reports, newsletters, articles, Op-Eds, speeches, judicial directives, policy, and data analysis, and JCMH website content.

Support JCMH workgroups as assigned, which may include convening multi-disciplinary stakeholders, facilitating substantive planning sessions, creating project timetables, evaluating strategies and proposed solutions, and producing related reports.

Perform research on proposed legislation to assess the impact on Texas courts and draft policy memoranda or research reports, as appropriate. Support statewide efforts to implement recently enacted laws, as assigned.

Develop project schedules, work plans, resource requirements, and cost estimates.

Coordinate program activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.

Supervise the work of other staff and interns, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal principles, practices, and proceedings; of state laws, rules, and regulations; and of agency administrative rules and regulations. Knowledge of mental health and IDD law and treatment.

Skill in legal research, writing, and analysis; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.

Skill in understanding and processing information, in the use of office equipment, and expertise in Microsoft Office suite, Adobe Acrobat, and Outlook.

Skill and ability to initiate, manage, develop, oversee, and evaluate mission-oriented programs that are highly complex, with large budgets, long-range time frames, and a high level of systemic impact.

High emotional intelligence, communications skills, and the ability to multitask in a busy office. Ability to interact professionally with judges, JCMH Commissioners, Collaborative Council, staff members, and other stakeholders. Ability to handle multiple projects simultaneously, determine priorities, and meet deadlines.

EXPERIENCE AND EDUCATION

At least three years of experience as a licensed attorney and graduation from an accredited law school with a Bachelor of Laws (LL.B.) or a Juris Doctor (J.D.) degree. Candidate must possess excellent skills in writing, teaching, facilitation, and project management.

Experience with the Texas court system and knowledge of state laws regarding criminal justice, juvenile justice, and/or civil commitments are preferred. Knowledge of mental health law and treatment, mental health or specialty courts, trauma-informed care, as well as an understanding of factors impacting well-being, including poverty, racism, trauma, human trafficking, and intellectual and developmental disabilities are beneficial.

Travel required – No more than 30% but likely less.

Registration, Certification, or Licensure

Must be licensed to practice law in Texas with a preference for at least two years of Texas licensure.

TO APPLY: Send all required documents by mail or email to JCMHApplications@txcourts.gov.

Required Documents include:

- 1) Cover Letter;
- 2) Completed [State of Texas Application for Employment](#);
- 3) Resume; and
- 4) Writing Sample.

Employer Name: SUPREME COURT OF TEXAS

Contact: Cynthia Martinez, Paralegal

Email: JCMHApplications@txcourts.gov

Military Crosswalk: Job Class _____

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

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