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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** June 3, 2026

**Job Listing Identification Number:** 00058745

**State Job Classification:** Program Specialist VII

**Functional Title:** Recruitment Attorney

**Monthly Salary:** \$8,886.17

**Remarks:** Salary commensurate with qualifications and experience.

**Closing Date:** June 26, 2026

**State Class. No. and Pay Group:** 1576/B25

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Austin, TX (preferred)

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes 60%  No

### About the Texas Indigent Defense Commission (TIDC)

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

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 and family protection representation data.
- Drafting and testifying on public defense and family protection representation legislation.
- Hosting trainings, conferences, and webinars.
- Drafting and disseminating public defense and family protection representation publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense and family protection representation.

Learn more at [tidc.texas.gov](http://tidc.texas.gov).

### Job Description:

As the Recruitment Attorney, you are part of a team that improves Texas public defense.

Must be able to travel for recruitment work (both driving and air travel) as necessary. Overnight stays will be required.

The Recruitment Attorney spearheads efforts to recruit dedicated, talented, mission-driven attorneys to work in public defender programs and accept appointments from managed assigned counsel (MAC) programs and courts in adult criminal, juvenile, and family protection representation cases across the state. Working

collaboratively with public defense leaders, county stakeholders, academic institutions, and TIDC staff, this position provides vision, expertise, and execution for attorney recruitment programs and strategy. The Recruitment Attorney establishes, implements, and oversees recruitment and educational campaigns that align TIDC's mission to improve access to counsel in Texas. Recruitment work will focus on three core areas – criminal indigent defense, juvenile delinquency, and family protection representation, which is the legal representation of children and parents involved in the child protection system. If you find barriers to recruiting or retaining attorneys within a public defense system, you recommend changes and work with the TIDC Improvement team, public defense leaders, judges, lawyers, and county officials to create tailored solutions. In addition to these core duties, you will work on other TIDC projects related to the Improvement Team or data collection and analysis with the Research Director, including presenting to criminal justice or family representation stakeholders, drafting publications, planning public defender offices, organizing stakeholder groups, data visualization, and more.

Remote or hybrid work within Texas may be possible.

Performs highly advanced (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing a major agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, and the public. Interpret laws and lead TIDC's recruitment work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**Recruitment Attorney (Program Specialist VII) Essential Job Functions:**

- Develops and maintains effective working relationships with outside sources (e.g., law schools, legal organizations, job fair sponsors) used to identify and attract candidates.
- Collaborate with leadership and other teams to design and operate annual summer internship programs.
- Write publications to enhance the knowledge base for Texas public defense.
- Communicate with judges and court personnel in counties with shortages of private assigned counsel and assist them in recruiting more attorneys to take appointments in their courts.
- Plan and coordinate recruiting events with law schools, student organizations, bar and voluntary attorney associations, nonprofits, public defense offices, attorneys, and program participants. Organize recruiting programs, including attendee materials, panelists selection, and day-of-logistics. Moderate panels and engage with local stakeholders after events.
- Participate in recruitment events, networking opportunities, and employer expos.
- Maintain ongoing communications with Texas public defense offices, including gathering job/internship postings for public defense jobs and maintaining the Texas Public Defense Jobs Board.
- Coordinate with TIDC's Communications Specialist and communicate new opportunities for public defense careers through multi-channel campaigns, newsletters, and outreach.
- Gather recruitment and educational opportunities and share the events with public defense leaders through the Recruitment Calendar and other communications.
- Create educational and promotional content to inform students and attorneys about opportunities to

work in Texas public defense.

- Serve as member of stakeholder and association recruitment-related committees.
- Support public defense leadership in developing recruiting strategies and materials.
- Research market trends and report on trends in talent acquisition, turnover, retention, and industry best practices.
- Manage recruitment data, generate reports/correspondence/schedules, track program expenses, and produce program-related materials.
- Serve as a resource for stakeholders on job postings and help circulate new opportunities.
- Support public defense management teams in understanding their hiring needs and challenges and craft targeted recruitment strategies and processes to help meet their hiring needs.
- Work on and/or lead other major TIDC policy initiatives.
- And perform additional duties as assigned by the Improvement Team.
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**To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.**

**Minimum Qualifications:**

- Juris Doctor degree and active membership in good standing in the Texas Bar or bar of another state.
- Experienced in event planning or creating programs with various stakeholders.
- Expertise in the laws, rules and policies concern attorney bar admission.
- Experience providing Legal recruitment and/or experience with legal career guidance.
- Experience using Microsoft Office applications.

**Preferred Qualifications:**

- Experience in criminal public defense, juvenile delinquency, family protection representation, or other public interest representation.
- Professional recruiting experience or experience within a government entity, law school, law firm, or legal recruiting industry.
- Demonstrated leadership experience.
- Basic Human Resources employment knowledge.

**Knowledge, Skills and Abilities:**

- Knowledge of local, state, and federal laws relating to criminal defense, juvenile defense, and family protection representation (legal representation of children and parents in child protection cases).
- Skill in conducting legal research.
- The ability to build trusting, productive relationships with a wide range of stakeholders.
- Intermediate to advanced data analysis and visualization skills.

- Excellent soft skills including interpersonal, communications, and organizational skills.
- Strong organizational skills and ability to work under pressure and meet deadlines.
- Strong teamwork and relationship building skills with a collaborative approach to working with others. Applicants should be team players who are flexible and adept at problem-solving.
- Creative thinker with ability to use design programs.
- Superior written and oral communications skills.
- Ability to travel throughout Texas and other states for various fairs and events.
- Ability to work under limited supervision exercising high levels of responsibility and initiative

**Employment Conditions:**

- Regular attendance required.
- Travel will be required.
- Operates standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May require some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct business.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position: Army-No military equivalent, Navy-OS, Operations Specialist; Coast Guard OSSS Operations Specialist, Marine Corps-No military equivalent; Air Force-Air Force Operations Staff Officer; Space Force-No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at [https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:** All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on [www.WorkinTexas.com](http://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. 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.