Office of Court Administration
Megan LaVoie, Administrative Director

JOB POSTING

Posting Date: November 17, 2026
Closing Date: November 24, 2026
Job ID Number: 104772
Class Code / Salary Group: 1573/B20
State Classification: Program Specialist IV
FLSA Status: ☒Exempt ☐ Non-Exempt
Functional Title: Bail and Pretrial Program Specialist
Location: Austin, TX
Annual Salary: $54,000.00 – $60,000.00
Type of Job: ☒ Full Time ☐ Part Time
Remarks: Salary commensurate with experience.
Travel Required: ☒ Yes (15%) ☐ No

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

The Office of Court Administration (OCA) is a unique state agency in the Judicial Branch that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice. Our mission is to provide resources and information for the efficient administration of the Judicial Branch of Texas.

To learn more about the OCA, visit our website.

JOB DESCRIPTION:

Performs highly complex (senior-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, government agencies, community organizations, or the general public. May provide guidance to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Serves as a program specialist for bail and pretrial initiatives for the Texas Office of Court Administration, supporting operations and ongoing enhancements of related programs and systems.
- Supports Bail and Pretrial Program Manager, and Court Services Director to assist with the development and implementation of statewide research, programs and projects associated with bail and pretrial.
- Provides technical assistance to judges, court staff and other justice partners across the State of Texas regarding bail and pretrial processes and associated systems.

- Supports the administration and ongoing operation of the Public Safety Report System (PSRS) and related tools, including monitoring system functionality, identifying issues, and coordinating resolution with internal and external stakeholders.
- Assists in developing and delivering training resources, guidance materials, webinars and other educational opportunities to support system users and promote best practices for bail and pretrial work.
- Supports reporting and data requests by compiling and reviewing information from PSRS and associated data sources as needed.
- Conducts routine review and validation of system data and outputs to identify inconsistencies, anomalies or areas requiring follow up with justice partners to ensure accuracy and reliability of statewide reporting and escalates complex, sensitive, or high-impact issues to program leadership as appropriate.
- May review and evaluate the impact of state laws on bail and pretrial in Texas.
- Collaborates with agency leadership to support development, implementation and continuous improvements of statewide bail and pretrial initiatives and projects.
- Assists with maintaining program website content and public facing resources to ensure information is accurate, current, and accessible.
- May travel independently or with a team to assist with training, perform site visits and justice partner engagement activities as assigned.
- 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 two years of experience in criminal justice program support or program administration.
- Experience providing technical assistance, training, or professional guidance to internal or external stakeholders.

PREFERRED QUALIFICATIONS:

- Experience working with courts and court personnel.
- Substantial experience working with customers and/or the public.
- Experience writing detailed and comprehensive reports and memoranda.
- Proficient in Microsoft Office Suite including Power BI or similar programs.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):

- Knowledge of the operations, services, and activities of pretrial service programs.
- Knowledge of state and national pretrial standards, requirements, policies, and procedures.
- Comprehensive knowledge of the criminal justice system and criminal justice administration.
- Time management and organizational skills
- Outstanding written and verbal communication skills.
- Strong project coordination skills.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.
- Valid Texas driver's license required to operate a motor vehicle when conducting agency business.

HOW TO APPLY: All applications for employment with the Office of Court Administration must be submitted electronically through CAPPS Careers and include a resume. Resumes will not be accepted in place of a completed application. All sections of applications must be complete, including start and end dates of work experiences.

MILITARY OCCUPATION SPECIALTY (MOS) CODES:

Applicable MOS codes can be found under "Occupational Category" for the respective Class Title.
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

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.