Job Posting

Posting Date: September 23, 2026
Job ID Number: 106081
State Classification: Program Specialist II
Functional Title: Specialty Courts Project Specialist
Annual Salary: $48,000.00 – $54,000.00
Remarks: Salary commensurate with education and experience. This is a full-time, temporary position that is grant funded for 12 months, and contingent upon additional funding. This is a home-based position.

Closing Date: November 25, 2026
State Class / Pay Group: 1571 / B18
FLSA Status: ☒ Exempt ☐ Non-Exempt
Location: Statewide within Texas
Type of Job: ☒ Full Time ☐ Part Time
Travel Required: ☒ Yes 40% ☐ No

JOB DESCRIPTION:

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.

Please note that this job posting may close without notice and earlier than the closing date indicated in the posting if a suitable candidate is identified. Applicants are encouraged to submit a completed application promptly.

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.

Performs moderately complex (journey-level) consultative services and technical assistance work. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Performs professional programmatic work supporting the review and implementation of specialty court programs throughout Texas as defined by Texas Government Code § 121.002. The Project Specialist works directly with judges, court coordinators, prosecutors, defense attorneys, supervision officers, treatment providers, law enforcement, peer support specialists, and other specialty court team members to carry out statewide technical assistance initiatives. The position requires significant interaction with courts throughout the state and regular travel to observe specialty court program operations.

ESSENTIAL JOB FUNCTIONS:

- Conducts reviews and assessments of Specialty Courts programs to evaluate program operations, practices, documentation, and alignment with applicable requirements, standards, and established guidance.

- Conducts on-site and virtual program activities, including observations, interviews, document review, and analysis of program information, to identify strengths, concerns, implementation needs, and areas requiring follow-up.
- Analyzes and synthesizes information from multiple sources and prepares reports, findings, recommendations, summaries, and other materials to support program improvement and agency objectives.
- Provides technical assistance, consultation, and follow-up support to Specialty Courts programs regarding implementation of recommendations, operational practices, program requirements, and established guidance.
- Assists programs with identifying implementation barriers and developing practical strategies, policies, procedures, materials, and processes that support effective program operations and continuous improvement.
- Develops and delivers presentations, training, facilitation, guidance, tools, templates, and other resources to strengthen Specialty Courts programs and support statewide initiatives.
- Develops and maintains collaborative relationships with judges, court personnel, multidisciplinary team members, state and local partners, contractors, and other stakeholders, and communicates emerging issues and program needs to appropriate staff.
- Documents and tracks program review, technical assistance, implementation, and other project activities; collaborates with division staff to promote consistency in program practices and supports special projects and statewide initiatives as assigned.
- Performs related work as assigned and complies with all OCA policies.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- One (1) year experience working with courts, court personnel, and/or civil/family/criminal justice system and court processes.
- Experience working with the public or providing customer service.

PREFERRED QUALIFICATIONS:

- Experience working with specialty courts, treatment courts, criminal justice programs, juvenile justice programs, behavioral health programs, child welfare programs, community supervision, court administration, or related programs.
- Experience conducting program reviews, assessments, audits, evaluations, quality assurance activities, site visits, or similar program improvement work.
- Experience providing technical assistance, consultation, training, coaching, or implementation support to programs or multidisciplinary teams.
- Experience interviewing professionals and stakeholders for program evaluation, assessment, or quality improvement purposes.
- Experience interpreting and applying research-based standards, evidence-based practices, statutes, administrative requirements, or program guidance.
- Experience preparing written findings, recommendations, reports, policies, procedures, training materials, or other professional resources.
- Knowledge of Texas specialty courts and familiarity with the state and national best practice standards applicable to treatment court programs.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

- Knowledge of specialty courts or related justice, behavioral health, treatment, child welfare, or court programs, including evidence-based and research-informed practices.
- Knowledge of multidisciplinary approaches to addressing participant needs, behavioral change, recovery, supervision, treatment, and related program outcomes.
- Skill in gathering, evaluating, and documenting information through interviews, observation, document review, data, and other sources using established criteria and guidance.
- Skill in analyzing program practices, policies, procedures, and operations and communicating findings, recommendations, standards, and technical guidance clearly and effectively.
- Skill in providing collaborative consultation, technical assistance, training, and facilitation to multidisciplinary teams and stakeholders.
- Skill in preparing clear, concise, and professional reports, recommendations, guidance, presentations, and other written materials.
- Ability to establish effective working relationships with judges, court personnel, justice system professionals, treatment providers, and other stakeholders while exercising sound judgment, professionalism, and objectivity.
- Ability to adapt established standards and guidance to programs operating within diverse communities, populations, resources, and organizational structures.
- Ability to independently manage multiple projects, reviews, technical assistance activities, priorities, and deadlines while working collaboratively as part of a statewide team.

EMPLOYMENT CONDITIONS:

- Regular attendance required.
- This position is fully remote.
- Regular remote working conditions are expected with this position.
- This position requires regular statewide travel. Travel may include day trips and overnight stays to conduct on-site program reviews, observe court operations, meet with specialty court teams, provide technical assistance, deliver training, and participate in other program activities.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

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.