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## Office of Court Administration Megan LaVoie, Administrative Director

### Job Posting

**Posting Date:** May 2, 2025

**Job Listing Identification Number:** 00049746

**State Job Classification:** Program Supervisor VII

**Functional Title:** Pretrial Program Manager

**Monthly Salary:** \$7,500.00 - \$9,166.67/month

**Remarks:** Salary commensurate with experience.

**Closing Date:** May 16, 2025

**State Class. No. and Pay Group:** 1588/B28

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Location:** Austin, TX

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

**Travel Required:** ☒ Yes (10%) ☐ No

### Job Description:

This position supports the Texas Bail and Pretrial Program and works directly with the Court Services Director. Performs highly advanced (senior-level) administrative and supervisory Pretrial Program work. Work involves establishing Bail and Pretrial Program goals and objectives; developing Bail and Pretrial Program guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving Bail and Pretrial Program goals; monitoring and evaluating Bail and Pretrial Program activities; developing and evaluating budget requests; and coordinating Bail and Pretrial Program activities. Supervises the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Supervises the work of staff within the Bail and Pretrial Program and provides consultative services and high-level technical assistance.
- Oversees and participates in the development, planning, organization, and coordination of assigned activities and operations of the program; and identifies opportunities to strengthen services and programs.
- Oversees and/or prepares program management and productivity reports and studies.
- Continuously monitors data and analytical reports related to the program.
- Oversees special investigations, program analyses, and research studies.
- Monitors and ensures compliance with program guidelines, procedures, and policies.
- Participates in the development and implementation of new major Bail and Pretrial Programs and initiatives.
- Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and oversees the development and implementation of effective program evaluation activities.
- Works with vendor on the operation of the Public Safety Report System on all aspects, including: user issues; enhancements; support tickets, etc.
- Provides training and guidance to users both remotely and in-person as requested.

- Writes, reviews, and edits reports related to the Bail and Pretrial Program area and provides management with current information pertaining to current operations.
- Works with agency leadership in the development and implementation of new policies and procedures related to the Bail and Pretrial Program activities.
- Monitors and ensures implementation of any and all statutes that may impact the Public Safety Report System.
- May speak before interested groups on project status.
- Prepares and conducts presentations about the program area for the courts, agency leadership and other potential stakeholders.
- Keeps abreast of relevant research, best practices and new developments in the field of bail and pretrial.
- Supervises the work of others.
- Performs related work as assigned.
- Adheres to OCA policy and attendance policies.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university with major coursework in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.
- Five (5) years of experience in criminal justice program support or management or program administration.
- Experience with Criminal Justice and/or Criminal Justice administration.
- Experience overseeing large-scale programs, coordinating and communicating with multiple stakeholders, and supervising team members.

**Preferred Qualifications:**

- Experience writing detailed and comprehensive reports and memoranda.
- Experience building and/or supervising successful teams.
- Experience working with courts and court personnel.

**Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of local, state, and federal laws related to the program area; public administration and management techniques; statistical analysis processes; budget processes; research techniques; training and marketing techniques; and program management processes and techniques.
- Knowledge of the operations, services and activities of a bail and/or pretrial services program, and of state and national bail and pretrial standards, requirements, policies, and procedures.
- Skill in identifying measures or indicators of program and staff performance and the use of a computer and applicable software; time management, project/program coordination,

- and excellent written and verbal communication skills.
- Ability to gather, assemble, correlate, and analyze facts; to establish goals and objectives; to devise solutions to administrative problems; to develop, evaluate and interpret administrative policies and procedures; and to supervise the work of others.

**Employment Conditions:**

- Operate standard office equipment and computer systems.
- May operate a motor vehicle to conduct agency business.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – no military equivalent; Navy – 611X, LDO – Deck, Surface; Coast Guard – SEI16, Acquisition Project Management; Marines – 8058, Acquisition Core member; Air Force – 16KX, Software Development Officer (SDO); Space Force – 63A, Acquisition Manager. 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 must be submitted electronically through [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.