

Harris County Office of Managed Assigned Counsel

Program Administrator Position

Posting closes at 5:00 pm on Wednesday, November 4th.

Submission Requirements: resume, cover letter specifically addressing applicant's interest in working for the MAC office in Harris County, and three references.

All submissions should be mailed or delivered to the Office of Court Management, 301 Fannin, Houston, TX 77002

POSITION DESCRIPTION:

The **Program Administrator** (PA) performs advanced (senior-level) professional assistance work for the Harris County managed assigned counsel program. Work involves overseeing high-level administrative operations of HC-MAC. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

MINIMUM REQUIREMENTS:

- Graduation from an accredited four-year college or university with major coursework in related fields or business administration
- Experience in technical program area and administration management
- Proficiency in Microsoft Office applications
- Familiarity with Texas Code of Criminal Procedure
- Familiarity with local judicial function and process

PREFERRED QUALIFICATIONS:

- Familiarity with the fair defense act of 2001; familiarity with local rules and processes; and demonstrated leadership qualities.
- Experience with Judiciary Function and Indigent Defense
- Experience in managed assigned counsel and/or public defense

PRIMARY RESPONSIBILITIES:

The primary duties for the PA include, but are not limited to the following:

Coordinates calendars, meetings, trainings and other activities for the Executive Director.

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Assists with planning and preparation of reports, correspondence, studies, forms, manuals, and publications.

Assists with review of application, renewal, and advancement by panel attorneys.

Assists with monitoring compliance with the Harris County Indigent Defense Plan, contract obligations and the Code of Criminal Procedure.

Oversee that assignments are made timely to panel attorneys, court personnel are notified of assignment, and electronic records and data of assignments are digitally retained. May assist in voucher review and ach payment processing.

Interprets policies and procedures and makes administrative decisions as appropriate.

Foster working relationships with panel attorneys, the local bar, the Judiciary and its staff, the Harris County Jail, and other interested stakeholders.

Routinely cross-train with others in administration to perform all duties in the absence of a particular staff person.

Prepares notices or agendas for board meetings. May assist in budget preparation

May communicate agency objectives, tasks, and decisions to staff on behalf of the Executive Director. May provide assistance answering and routing phone calls, taking messages, and greeting / directing visitors to the appropriate staff.

Assist ED with general human resource management actions. May assign and/or supervise the work of others.

Performs any other tasks that may be necessary as determined by the ED to ensure compliance with the contract with Harris County and requirements by the Texas Indigent Defense Commission.

Information technology assistance (about 10%). Assist staff and panel attorneys seeking help with software or computer-related issues, work in conjunction with Harris County IT. Learn functions and back end of our various software programs and assist users.

Maintain a high level of courteous and professional behavior with staff and external constituents at all times. Assist the ED in conceptualizing updates and upgrades that will enhance users' experience and help protect from outside attacks.

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COMPENSATION

- Salary commensurate with experience
- Retirement
- Medical/dental/vision benefits
- See <https://benefitsathctx.com/> for more information.