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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: 01/10/2025

Job Listing Identification Number: 00047128

State Job Classification: Information Specialist III-IV

Functional Title: Communications Specialist

Monthly Salary: \$5,750.00-\$6,750.00

Remarks: This posting is for one position, either at the Information Specialist III or IV level, depending on training and experience of the selected candidate. Remote or hybrid work within Texas may be possible. Salary commensurate with qualifications and experience.

Closing Date: 01/24/2025

State Class. No. and Pay Group: 1832/B20, 1833/B22

FLSA Status: Exempt Non-Exempt

Location: Austin, TX (preferred)

Type of Job: Full Time Part Time

Travel Required: Yes (10%) No

About the Texas Indigent Defense Commission (TIDC)

TIDC's 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 recently expanded its focus to also include family protection 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 public defense in all 254 Texas counties.
- Funding 6 innocence projects.
- Monitoring compliance with state laws and TIDC rules.
- Collecting and sharing public defense data.
- Drafting and testifying on public defense legislation.
- Hosting and presenting at trainings, conferences, and webinars.
- Drafting and disseminating public defense publications.
- Working with lawyers, judges, counties, state agencies, and national organizations to shape the future of Texas public defense.

Learn more at tidc.texas.gov.

Job Description:

Under the direction of the Executive Director, TIDC's Communications Specialist will help write, edit, and produce the wide variety of materials developed by the organization. We have many audiences, including legislators and their staff, judges, court personnel, county commissioners, attorneys, TIDC's Board, the press, and the general public. We communicate through electronic and print media, as well as trainings. This position

will work closely with all of TIDC's teams to ensure that our communications are coordinated, timely, and meet the highest professional standards.

Essential Job Functions:

Information Specialist III: Performs highly complex (senior-level) writing, editing, and communications work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Assist in writing and be an editor of organizational publications, fiscal and policy monitoring reports, requests for proposals, grant applications, factsheets, newsletters, content for the website and social media, news releases, and talking points and scripts.
- Be responsible for updating website content for TIDC and its teams using Umbraco.
- Coordinate the illustrative, photographic, or audiovisual content of products.
- Review, edit, and produce PowerPoint presentations in coordination with subject matter experts on staff.
- Plan and execute webinars, conferences, trainings, and public hearings.
- Prepare content and general comments for posting on social media sites.
- Analyze reports on social media activity and its effectiveness.
- Develop a style guide for the organization.

Information Specialist IV: Performs advanced (senior-level) writing, editing, and communications work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. In addition to all essential job functions of an Information Specialist III, employees at this level may also:

- Train staff on writing, editing, and communications matters.
- Serve as the primary agency liaison with the media and coordinate media visits.
- Prepare and present material for speeches and public presentations.
- Research, write, and lay out in-depth publications on legal or policy matters.
- Oversee the work of others.

Minimum Qualifications:

- Bachelor's degree in communications, English, journalism, public relations, or a related degree.
- 2 years of experience as an editor, writer, information specialist, journalist, public relations specialist, or doing communications work.
- Experience with Microsoft Office applications.
- Experience developing social media posts for a governmental entity, nonprofit organization, or company.

Additional minimum qualifications for Information Specialist IV:

- 4 years experience as an editor, writer, information specialist, journalist, public relations specialist, or

doing communications work.

- Experience supervising the work of others.

Preferred Qualifications:

- Graphic design experience
- Experience using Umbraco, the website content management system
- Canva experience
- Experience working at a government agency or department or nonprofit organization.
- Legislative experience

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of style guides like the *Chicago Manual of Style*, *AP Stylebook*, or *The Bluebook*.
- Excellent editing skills.
- Attention to detail.
- Technologically adept and savvy.
- Ability to provide constructive feedback and improve the writing and communication skills of your peers.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – 46S, Public Affairs Mass Communication Specialist; Navy – MC, Mass Communication Specialist; Coast Guard – PA, Public Affairs Specialist; Marine Corps – 4511, Recruiting Station Marketing and Communication Marine; Air Force – 3NOX6, Public Affairs; 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_InformationandCommunication.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. 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.