



## JOB VACANCY NOTICE

**Posting Date:** April 17, 2025                      **Closing Date:** Until Filled  
**State Job Title:** Program Supervisor VII              **FLSA Status:** Exempt  
**Agency Job Title:** Grant Program Administrator      **Location:** Austin, TX  
**Salary Range** \$69,572 - \$114,099              **Type of Job:** Full Time

**Vacation, sick leave, health insurance, retirement, and other benefits are provided in accordance with State policy.**

**Contact Person:** Deana Williamson, Clerk of the Court, P. O. Box 12308, Capitol Station, Austin, Texas 78711, 512-463-1551

**Job Description:** See attached description.

There is a vacancy in the Court of Criminal Appeals for a Grant Program Administrator at the Texas Court of Criminal Appeals.

A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should email a letter, resume, and a completed State of Texas job application to Deana Williamson, Clerk of the Court, Court of Criminal Appeals, at [ccaapplications@txcourts.gov](mailto:ccaapplications@txcourts.gov).

Personal interview will be conducted only upon invitation by the Court.

The Court of Criminal Appeals is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, color, religion, sex, national origin, age (40 or older), disability or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the court or agency. This organization participates in E-Verify.

**PROGRAM SUPERVISOR VII  
CLASS NO. 1588  
SALARY GROUP B25**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION**

Performs highly advanced (senior-level) work overseeing the daily operations and activities of the Court of Criminal Appeals Judicial Education Grant program. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests.

**EXAMPLES OF JOB DUTIES**

Communicates with grantee management and staff and Judges of the Court of Criminal Appeals on grant program/administration matters.

Coordinates with grantee management for efficient and cost-effective program operations.

Reviews grantee budgets and recommends changes and improvements in budgets.

Reviews grant adjustment requests and seeks Court approval where necessary.

Oversees the development of policy and procedure manuals.

Reviews proposed changes in grant rules and conditions, makes recommendations, and seeks Court approval where necessary.

Coordinates the timing of training events among grantees to prevent conflicting schedules.

Develops and implements techniques for evaluating program activities.

Takes inventory of grantee property and controls inventory records.

Represents the grant interests during legislative sessions, meetings, conferences, seminars or on boards, panels and committees.

Oversees the completion of and monitors required performance reports and recommends appropriate changes.

Plans, implements, and coordinates regular meetings with grantees.

Works with program auditor and staff in coordinating all grant activities.

Performs at the direction of the Grants committee, and Judges of the Court of Criminal Appeals.

**QUALIFICATIONS**

Ability to direct and organize program activities; to establish program goals; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare concise reports; and to communicate effectively.

Ability to maintain high levels of confidentiality, objectivity, and independent direction.

Excellent organizational and self-management skills.

## **GENERAL QUALIFICATIONS**

### **Experience and Education**

Graduation from an accredited four-year college or university. Three to five years non-profit or governmental experience preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

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.

Skill in identifying measures or indicators of program and staff performance and the use of a computer and applicable software.

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.

*The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.*

*611X, 612X, 641X, 712X, BOSN, ELC, ISS, MAT, MED, MLES, MSSD, MSSE, MSSR, OSS, WEPS, 0203, 0207, 0302, 0370, 0520, 0602, 0802, 1802, 1803, 2340, 5502, 6302, 6502, 7202, 7208, 7210, 7220, 7502, 8005, 8858, 9702, 3D0X1, 8U000, 9G100, 16GX, 60C0, 63G0, 86M0, 86P0,*

*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)*